

VEHICLE LOG

This log is to remain inside the vehicle. At the end of each month, all drivers of this vehicle will calculate personal and business km's, photocopy the log entries for that month and sign the photocopy. If reporting personal km's, submit to the Secretary-Treasurer. If no personal km's, submit to Director of Transportation. The total kilometers used for personal and business use in any month must equal the ending odometer reading at the end of the month less the starting odometer reading at the beginning of the month.

Month: MM, YYYY		Unit #: XXX	Starting Odometer: XXXXXX	Ending Odometer: XXXXXX			Fuel
Day	Employee Name	Starting Odometer	Ending Odometer	Work Km	Personal Km		Liters
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Total Kilometers _____

Personal Km's _____

Employee Name (Print): _____

Employee Signature: _____ Date: _____

FOR OFFICE USE ONLY

Personal Km's charged _____ X 0.2525/km + \$35.00 = \$ _____

Approved by
Secretary-Treasurer Initials: _____