



## State of Oklahoma Vehicle Log

Agency # \_\_\_\_\_ Agency Name \_\_\_\_\_ Division / Facility /Unit \_\_\_\_\_

Travel Record			Vehicle Number				Tag Number			
Date	Driver	Trip Purpose	Depart			Arrive				
			Location	Time	Odometer	Location	Time	Odometer		

Fuel and Maintenance Record							
Date	Payment Method	Retail or State Facility	Odometer	Fuel Gallons	Fuel Cost	Non Fuel Purchase: Fluid/Service/Repair/Wash	Non Fuel Cost

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

### Purpose of Form

This form is filled out each time the vehicle is used to document the person driving the vehicle, trips made, expenses incurred, and repairs made. Fuel and service tickets are attached to the form for audit purposes.

### Instructions

Travel Record	
<b>Vehicle Number</b>	Record the assigned vehicle number.
<b>Tag Number</b>	Record the displayed license tag number.
<b>Date</b>	Record date vehicle is driven for each trip.
<b>Driver</b>	Record the name of the person driving the vehicle for each trip.
<b>Trip Purpose</b>	Record the purpose of the trip.
Depart	
<b>Location</b>	Record the location the vehicle departs from.
<b>Time</b>	Record the time the vehicle departs.
<b>Odometer</b>	Record the odometer reading at trip beginning.
Arrive	
<b>Location</b>	Record the location the vehicle arrives at.
<b>Time</b>	Record the time the vehicle arrives.
<b>Odometer</b>	Record the odometer reading at trip end.

Fuel and Maintenance Record	
<b>Date</b>	Record date of fuel or service purchase.
<b>Tag Number</b>	Record the displayed license tag number.
<b>Date</b>	Record date vehicle is driven for each trip.
<b>Payment Method</b>	Record either (F) Fleet Card, (O) Onsite Charge, (C) Cash.
<b>Retail or State Facility</b>	Record (R) for Retail or (S) State Facility.
<b>Odometer</b>	Record odometer reading at time of purchase or service.
<b>Fuel Gallons</b>	Record number of gallons pumped.
<b>Fuel Cost</b>	Record total cost of fuel.
<b>Non Fuel Purchase</b>	Record a short description of purchase.
<b>Non Fuel Cost</b>	Record total cost of non fuel purchase.

### Routing of Form

The vehicle log is retained at the local office until one year after all audits have been completed and permission to archive or destroy has been received.