DAILY VEHICLE LOG

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION

Serial Number	Agency Number	Parish	License Plate	Property Tag Number	Mo.	Yr.

PA Y N	HS Y N	Make	Model	Model Year	Type	DO NOT INCLUDE INSURANCE COSTS

Date	Beginning Odometer: Trip Ending Reading	Trip Mileage	Gallons of Fuel	Fuel Cost	Maint. & Repair Costs (Detail on Reverse Side)	Other Costs (Detail on Reverse Side)	Down Days	Driver	Location where trips began; all points visited (unless did not leave state property grounds); where trip ended; purpose of trip (meeting, site visit, etc.)
	Final Reading								
MONTHLY TOTALS								Lease Cost (if applicable)	TOTAL EXPENSES FOR MONTH ▶

THE ABOVE RECORD REFLECTS AN ACCURATE ACCOUNTING OF THE USE OF THIS STATE-OWNED VEHICLE, AS ATTESTED TO BY THE OPERATOR'S INITIALS BY EACH ENTRY (POOL CARS) OR, FOR PERSONALLY ASSIGNED VEHICLES, THE DRIVER'S SIGNATURE. THE LAST PERSON SIGNING THE REPORT OR THE TRANSPORTATION OFFICER SHALL SUBMIT THIS REPORT TO HIS/HER SUPERVISOR BY THE THIRD WORKING DAY OF EACH MONTH, WHO SHALL REVIEW, SIGN THE BOX (RIGHT) IF APPROVED, AND FORWARD TO THE AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.

SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE)

AUTHORIZED SUPERVISOR

TITLE

SERVICE REPORT

DATE	FIRM NAME	ODOMETER READING	NATURE OF REPAIR/REPLACEMENT SERVICE (Include oil, filter changes; greasing, tire, battery replacement)	COSTS		TOTAL COST
				PARTS	LABOR	
			TOTALS:			

OTHER COSTS

DATE	NATURE OF COST	AMOUNT	DATE	NATURE OF COST	AMOUNT

COMMENTS	TOTAL OTHER COSTS ▶	