FM-12e

STATE OF NORTH CAROLINA

DEPARTMENT OF ADMINISTRATION

Motor Fleet Management Division, Raleigh

# TRAVEL LOG

## FOR PERMANENTLY ASSIGNED VEHICLES

| | |
|---|---|
| Total Miles | |
| Rate per Mile | |
| Mileage Charge | |
| | |
| Total Amount | |

| Department | Agency | Agency | Budget Fund. | Agency Management Unit (AMU) |
|---|---|---|---|---|
| Individual Responsible for Vehicle: | Approval of Agency Head or Supervisor: | Vehicle No. | For Month Of | |

| TRIP DATES | | OFFICIAL TRAVEL | | | | MILEAGE | | |
|---|---|---|---|---|---|---|---|---|
| Leave | Return | From | To | Purpose of Trip | Signature | Out | In | Miles |
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|---|---|---|---|---|---|---|---|---|---|
| No. of Trips | | No. of Trip Days | | Local Trips | | Odometer Readings: | Beginning of Month | | End of Month |