

Trip Log & Mileage Report

Submit within 3 business days of trip completion. Attach all receipts for fuel and expenses.

Vehicle Information

Vehicle Number

License Plate

Make/Model

Driver Information

Driver Name

Employee ID

Department

Trip Details

Trip Date *

(MM/DD/YYYY)

Starting Location *

Destination(s) *

Business Purpose *

Mileage Record

Starting Odometer

Ending Odometer

Total Miles

Departure Time

Return Time

Fuel Purchases

Gallons Purchased

Fuel Cost

Fuel Card Number Used

Receipt attached

Additional Expenses

Tolls

Parking

Other

Description of Other Expenses

Passengers

Number of Passengers

Passenger Names (for university records)

Vehicle Issues

Any mechanical issues during trip?

No

Yes (describe below)

Issue Description

Certification

I certify this trip was for official university business *

Driver Signature

Sign above

Date: _____

Supervisor Approval

Sign above

Date: _____