



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

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