

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	
Monthly Fee	
Total Amount	

Department	Agency	Dept./Off. No.	Fund No.	RCC No.
Individual Responsible for Vehicle:	Approval of Agency Head or Supervisor:	Vehicle No.	For Month Of	

TRIP DATES		OFFICIAL TRAVEL		Purpose of Trip	Signature	MILEAGE		
Leave	Return	From	To			Out	In	Miles

No. of Trips	No. of Trip Days	Local Trips	Odometer Readings:	Beginning of Month	End of Month
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