

Page 2 as needed. Keep a couple of these in the vehicle at all times to allow for overflow trips.

Month/ Year	DEPARTMENT ID	VEHICLE LOCATION	VEHICLE #		TAG#		Tolls on trip?	M&S Fees?	VEHICLE MAKE, MODEL, AND YEAR			Driver signature in this column is certification of (a) Accuracy of Information (b) Valid Driver's License
Date	Origin/Destination	Purpose	Time used		Mileage		Account	Faculty UFID	Driver's Name (Print)	Driver's Signature		
			Out	In	Out	In						
PLEASE OBTAIN NEW LOG! PLEASE OBTAIN NEW LOG! PLEASE OBTAIN NEW LOG! PLEASE OBTAIN NEW LOG! PLEASE OBTAIN NEW LOG!												

I certify that I have reviewed the Vehicle Use Record and all drivers of this vehicle are in possession of a valid operator's license.

Blank forms available: http://sfrc.ifas.ufl.edu/pdf/forms/Vehicle_Mileage_Log.pdf

Completed logs should be scanned to sfrc-fiscal@ifas.ufl.edu

Name Title Date