



**VEHICLE USE RECORD**

**NOTE:** Vehicle logs must be maintained for audit purposes. It is important that all of the required information be included on the log and that it be reviewed and signed by an appropriate individual within the department. Incomplete and inappropriate entries will result in audit criticism. **Completed forms must be maintained in department record for three(3) complete fiscal years.**

M/Y	DEPARTMENT	VEHICLE LOCATION	VEHICLE #		TAG #		VEHICLE MAKE, MODEL, AND YEAR				
03/2013	Fisheries and Aquatic Sciences	7922 NW 71st Street, Gainesville FL 32653	123		4444		Orange & Blue Mini-Van(Chrysler Grand Voyager-2006)				
Date	Origin/Destination	Purpose	Time Out	Time In	Mileage Out	Mileage In	Account #	M&S Fees?	Faculty UFID	Driver's Name	Driver's Certification of (a) Accuracy of Information (b) Valid Driver's License
03/01/13	FAS/Tampa	Site Visit: Collect Samples for Albino Gator Research	5:50AM	5:30PM	60214	60544	00099555		0000-1234	Albert Gator	<i>Albert Gator</i>
03/05/13	FAS/Campus	Teaching	1:15PM	5:10PM	60544	60569	FAS2121		0000-1234	Albert Gator	<i>Albert Gator</i>
03/06/13	FAS/Campus	Faculty Meeting	10:00AM	12:30PM	60569	60594			0000-1234	Albert Gator	<i>Albert Gator</i>
03/08/13	FAS/Campus	Teaching	7:55AM	10:15AM	60594	60619	FAS2121L	✓	0000-1234	Albert Gator	<i>Albert Gator</i>
03/10/13	FAS/Cedar Key	Teaching (Field Trip)	9:00AM	2:10PM	60619	60702	FAS6444	✓	0000-1234	Albert Gator	<i>Albert Gator</i>

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.

All Drivers must possess a valid operator's license. Seat belts must be used and speed limits observed.

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 Name Title Date