School of FOREST RESOURCES & CONSERVATION
SFRC

VEHICLE USE RECORD

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

PLEASE USE BLUE/BLACK INK - NO PENCIL

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.**

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
2/19	60460000	7922 NW 71st St, Gainesville FL 32653	1234		5555				1998 Ford Windstar			
Date	Origin/Destination	Purpose	Time used Out	Time used In	Mileage Out	Mileage In			Account	Faculty UFID	Driver's Name (Print)	Driver's Signature
2/1	FAS/Campus	Faculty Mtg	1:15p	5:10p	60214	60239				11122333	A. Gator	Alberta Gator
2/2	FAS/Tampa	Site Visit/Sample Collect	5:50a	5:30p	60239	60569			P0011301	00001234	Albert Gator	
2/3	FAS/Campus	Teaching	10:00a	12:30p	60569	60594		✓	FAS2210	11122333	A. Gator	
2/4	FAS/Cedar Key	Teaching/Field Trip	9:00a	2:10p	60594	60677		✓	FAS6444	1112333	A. Gator	

Please do not use initials

PLEASE USE BACK OF PAGE! PLEASE USE BACK OF PAGE! PLEASE USE BACK OF PAGE! PLEASE USE BACK OF PAGE! PLEASE USE BACK OF PAGE!

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 _____