VEHICLE NO._____ BEGINNING MILEAGE_____

MILEAGE FOR - MONTH_____ YEAR_____

RECORD MILEAGE EVERY TIME YOU USE THE VEHICLE, NOT JUST WHEN FILLING UP

DATE	DESTINATION		ENDING ODOMETER READING	MILES TRAVELED	FUEL		DRIVER
	FROM	TO			GALLONS	COST	

Dates of repairs, maintenance, and replacement parts. Include adding oil or other fluids here.

Date	Vendor or Garage name	Describe work performed	Mileage	Cost

TURN THIS SHEET IN TO THE UNIT OFFICE AT THE END OF EACH MONTH