FM-12e

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	
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				MILEAGE		
Leave	Return	From	To	Purpose of Trip	Signature	Out	In	Miles

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