

INSTRUCTIONS FOR SCDNR MONTHLY MOTOR VEHICLE LOG

Purpose – This form is a management tool for recording and analyzing data essential to an accurate portrayal of cost and cost-effectiveness of a motor vehicle fleet. This log will be used from the 1st of the month to the end of the month. The original should be forwarded to the Fleet Coordinator’s Office for audit and accounting purposes by the 10th day of the next month. Additional copies of the trip log may be downloaded from the intranet or obtained from the Fleet Coordinator’s office. Questions concerning use of this form should be addressed to the Fleet Coordinator.

Completing the form – It is essential these instructions be followed to avoid unnecessary waste of time and effort in requesting missing or erroneously submitted information. Travel locations and job functions must be definitive enough that someone else (not traveling with you) can easily understand where you went and why. The term “local travel” is no longer acceptable. **All gas card receipts for the current month should be attached to this form.**

Heading

1. Page 1 of (blank) pages: Continuation sheets will be used when more space is needed.
2. Vehicle Equipment Number: Enter SCDNR property number for this vehicle.
3. Year: Enter last two digits (i.e. 04, 05, or 06) for current year.
4. Month: Enter two digits (i.e. January 01, July 07, or November 11) for current month.
5. Commuting Mileage: Enter total amount of commuting miles for the month.
6. Commuting Days: Enter total number of commuting days for the month.
7. Tag Number: Enter the license tag number assigned.
8. Ending Mileage: Enter exact odometer reading at the end of the month.
9. Beginning Mileage: Enter exact odometer reading at the beginning of the month.
10. Miles Used: Enter total miles driven by subtracting Beginning Mileage from Ending Mileage.
11. Driver’s Signature: Signature of vehicle operator.
12. Supervisor’s Signature: Signature of approving supervisor.

Body (Should be completed on a daily basis for each day the vehicle is used).

1. Date: Enter the current month-day-year (4/16/92).
2. Time Out: Enter time of day vehicle is placed in use.
3. Time In: Enter time of day vehicle usage is completed.
4. Driver’s Name: Enter name of individual driving the vehicle.
5. Odometer Reading: Enter exact mileage at the beginning and ending of each daily trip.
6. Travel: Enter starting location and **furthest** destination for each day. See the last example below.
7. Job Function: Definitive description of the purpose of the trip. See examples below.
8. Com. Miles: Commuting miles are all miles driven not on official state business.

Travel		Job Function Performed
From	To	
Columbia	Charleston	Region 4 HUB Meeting
Home	Office	Commute
Office	Home	Commute
Office	Sportsman Warehouse	Buy fishing poles for rodeo
Columbia	Newberry	Region 3 Fishing Rodeo
Columbia	Georgetown	Inspect Sampit River boat landing
Office	ABC Feed & Seed	Purchase fertilizer for ponds at Cheraw Hatchery
Office	ACE Hardware	Paint and supplies for Marsh Center
Columbia	Greenville	2 class presents – Newberry & Greenville High