FM-12 (was GS-12)

INSTRUCTIONS:

1. Issue to each driver of permanently assigned vehicle.
2. Driver makes entries for each trip.
3. At end of each month: send white and yellow copies to agency budget officer, pink copy stays in vehicle.
4. Agency budget officer sends white copy to Motor Fleet Management.
5. Motor Fleet Management bills agency.

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	
Minimum Amount	
Total Amount	

Dept.	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		DRIVER'S CERTIFICATION		ODOMETER READING		MILES TRAVELED
Leave	Return	From	To	Purpose of Trip	Signature			
						IN		
						OUT		
						IN		
						OUT		
						IN		
						OUT		
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Number of Trips		Number of Trip Days		Local Trips		Odometer Readings:	Beginning of Month:	End of Month: