

State of WV Vehicle Log Sheet

Reporting Month:	Year:	Department:	Unit:	License Plate #:	Last 6 of VIN:
Vehicle ID #:		Total Monthly Business Miles Driven:		Total Monthly Gallons Purchased:	
Beginning Odometer:		Total Monthly Commuting Miles Driven:		Total Monthly Fuel Purchased:	
Ending Odometer:				Total Monthly Miles Driven:	

Date	Driver's Name	Driver's Title	Gallons Purchased	Total Fuel Purchased	Odometer at Fueling	Start and End Destination / and Purpose of Trip	Business Miles Driven	Commuting Miles Driven	Total Miles Driven
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

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Ending Odometer:				Total Monthly Miles Driven:	

Date	Driver's Name	Driver's Title	Gallons Purchased	Total Fuel Purchased	Odometer at Fueling	Start and End Destination / and Purpose of Trip	Business Miles Driven	Commuting Miles Driven	Total Miles Driven
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Totals:									

Date:	Manager's Signature
Date:	Agency Fleet Coordinator Signature