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.
5. Motor Fleet Management bills agency.

STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION
MOTOR FLEET MANAGEMENT DIVISION
RALEIGH

TRAVEL LOG
FOR PERMANENTLY ASSIGNED VEHICLES

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Individual Responsible for Vehicle: ________________________
Approval of Agency Head or Supervisor: ________________________

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<tr>
<th>TRIP DATES</th>
<th>OFFICIAL TRAVEL</th>
<th>DRIVER'S CERTIFICATION</th>
<th>ODOMETER</th>
<th>MILES</th>
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| Leave | Return | From | To | Purpose of Trip | Signature | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT | IN | OUT |}

Number of Trips: __________
Number of Trip Days: __________
Local Trips: __________
Odometer Readings: __________
Beginning of Month: __________
End of Month: __________