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|  | **T R I P L O G** |  |  |
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|  | EMPLOYEE ID |  | EMPLOYEE NAME |  | TITLE | | |  | DEPARTMENT | |  | DATE PREPARED |  |
|  | **123456** |  | **John Smith** |  | **Plant Operations Manager** | | |  | **Operations** | |  | **mm/dd/yyyy** |  |
|  | | | | | | | | | | | | | |
|  | Date | Purpose | | | | Trip | | | Odometer | | | Mileage |  |
|  | From | To | | Start | End | |  |
|  | mm/dd/yyyy | Monthly Operations Meeting | | | | Fairfax, NJ | Head Office | | 214785 | 214797 | | 12 |  |
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