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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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