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| FM-12e **DEPARTMENT OF ADMINISTRATION****Motor Fleet Management Division, Raleigh****TRAVEL LOG****FOR PERMANENTLY ASSIGNED VEHICLES** | **Total Miles** |  |
| **Rate per Mile** |  |
| **Mileage Charge** |  |
| **Monthly Fee** | **$35.00** |
| **Total Amount** |  |
| Department | 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** |  |  | **MILEAGE** |
| **Leave** | **Return** | **From** | **To** | **Purpose of Trip** | **Signature** | **Out** | **In** | **Miles** |
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| **No. of Trips** |  | **No. of Trip Days** |  | **Local Trips** |  | **Odometer Readings:** | **Beginning of Month** |  | **End of Month** |  |