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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** |  |