Take-Home Vehicle Trip Log

Employee Name:	Month:	Year:
Division/Department:	Vehicle Number:	
Primary Work Site:	Regular Work Hours:	

Daily Trip Mileage					**Emergency Call Outs (if applicable)**		
Day of Month	Commute Miles	Business Miles	Total Miles	# of trips	Call Out (Yes/No)	Time of Call Out	Nature of Emergency
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Total	0	0	0	0			

Employee Signature Date

Supervisor Signature Date

- Commute mileage: The mileage to commute to and from your home and your work site.
- Business mileage: The mileage to conduct official county business. Business mileage does not include the commute to and from your home and your work site.
- Total mileage: The sum of your commute mileage and business mileage.
- Call out: A directive to report to a work site during an off-duty time or day, to respond to an emergency that requires an immediate response to protect life and/or property.

Send copy to your department's payroll office no later than 5 working days after the end of each month.
Send copy to Fleet Services Division by the 10th of each month.