

UNIVERSITY DAILY MILEAGE LOG DIRECTIONS

The following information must be recorded each time you begin your drive to a destination associated with business/personal.

- **Department:** Please indicate the department you work for at ASU.
- **Month:** Please list the current month. *Example: September*
- **Year:** Please list the current year. *Example: 2024*
- **Make:** Please list the make of your university vehicle for
Example: FORD/ CHEVROLET/ DODGE/ VAH HOOL(Bus)/GMC/MERCEDES/ETC.
- **Model:** Please list the model of the university vehicle for
Example: TAHOE/F150/EXPLORER/ SILVERADO/ IMPALA/TRANSIT CONN/ETC.
- **Year:** Please list the year of your university vehicle. If you are not sure please see your vehicle insurance card.
- **VIN Number:** Please list your university vehicle VIN number. This number is listed on the driver side of the vehicle on the lower part of the windshield or see the vehicle insurance card. *Each VIN has 17 separate digits or letters.*
- **Tag Number:** Please list the tag number on your university vehicle. *Example: S3562C*
- **Date:** List the current date. *Example: 09/18/24*
- **The reason for your trip;**
 - Check (B) for all Business related travel
 - Check (P) for all Personal related travel.
- **Destination:** Please list the destination you will be traveling to.
- **Odometer Reading:**
 - *Starting mileage on the vehicle. Please list your starting mileage.*
 - *Ending mileage for that trip. Please list your ending mileage.*

Each trip must be recorded as well as the beginning and ending mileage at the end of the day to ensure they are precise. The daily mileage log is due at the end of every month. Please place your completed daily mileage log in the mailbox on Transportation office door. You may also scan and email the completed form to Rosalyn Cabbie, Transportation Office Manager rcabbie@alasu.edu or Lakendra Mitchell, Transportation Manager lamitchell@alasu.edu . Please contact the Transportation Department if you have any questions or concerns @ 334-229-4413.

DAILY MILEAGE LOG

DEPARTMENT: _____

MONTH: _____ YEAR: _____

Make:	Model:	Year:	VIN#	Tag:
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Date	B	P	Destination	Odometer Reading	
				Start	Finish

Table Legend: (B) Business or (P) Personal
Note: Please keep the daily mileage log inside of the vehicle.