**VEHICLE DAILY LOG**

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| **VEHICLE PLATE NO:**  | **DATE:**  |

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| --- | --- | --- | --- | --- |
| **TIME** **OUT IN**  | **METER READING****AT TIME OUT AT TIME IN** | **PURPOSE TRIP** | **PASSENGER****NAME AND INITIAL** | **DRIVER’S NAME AND INITIAL** |
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**PURCHASE OF FUEL** **[ ] YES** **[ ]  NO**

**If yes:**

 **METER READING:**

 **AMOUNT OF FUEL:**

**Reviewed by:**

**Signature: ……………………………………**

**Title:**