**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:**