

STATE OF HAWAII
Department of Accounting and General Services
Automotive Management Division
MOTOR POOL BRANCH
869-A Punchbowl Street

MONTHLY MILEAGE TRAVEL LOG

MONTH: _____

YEAR: _____

EQUIPMENT # _____

DEPARTMENT: _____

LICENSE # _____

DIVISION _____

MAKE / MODEL _____

PROGRAM _____

ODOMETER READING: _____ **END:** _____

START: _____

MILES TRAVELED: _____

Agencies may use the back of this form to record drivers daily travel mileage.

Drivers shall report all vehicle deficiencies and damages on forms provided in the glove compartment.

SUBMIT THIS TRAVEL LOG FORM TO THE MOTOR POOL BRANCH NO LATER THAN THE 5TH WORKING DAY OF THE FOLLOWING MONTH, OR FAX TO (808) 586-0354. MILEAGE NOT RECEIVED FOR THIS MONTH WILL BE ADDED TO THE FOLLOWING MONTH'S MILEAGE CHARGES.

Please call (808) 586-0338 for any questions.