

Note: Vehicle records must be maintained for audit purposes. This data is collected and entered into VROOM, a USGS database. It is important that all of the required information be included on the record and that it be reviewed and signed by an appropriate individual within the department. Incomplete and inappropriate entries will result in audit criticism. Completed forms must be maintained in department records for three (3) complete fiscal years.

Vehicle Use Record: FILL OUT DAILY AND TURN IN MONTHLY

MO/YR	VEHICLE LOCATION	TAG NO.	VEHICLE MAKE/YEAR

I certify that my driver's license is valid and trip information is accurate.
Driver's signature below:

Date	Origination/Destination	Purpose of Trip	Time		Mileage		Print Driver Name	
			Out	In	Out	In		

Enter Fuel and Repair Costs on Reverse

