

## VEHICLE

Supervisor must fill out daily and must be sent to office weekly

<b>Vehicle information</b>	
<b>Supervisor</b>	

DAY	DATE	REASON	LOCATION		ODOMETER READINGS		
			FROM	TO	START	END	TOAL MILES/KM
MON							
TUES							
WED							
THUR							
FRI							
SAT							

EXPENSES – use the following section to record expenses such as tolls, gas, oil changes, repairs and maintenance of vehicle						
DAY	DATE	TYPE OF EXPENSE	PAID BY	AMOUNT	TOTAL	GOOGLE

<b>SIGNATURE</b>		<b>SUPERVISOR</b>	
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