

**MONTHLY TRAVEL LOG**

STD 273 (Rev. 10/2019)

**Daily entries are to be made:**

- At the beginning and end of each day's use of the vehicle.
- At the beginning and end of each use of the vehicle when driven by multiple drivers. (This will not apply when vehicles are driven short distances on job sites by survey or similar crew members, or within institution grounds.)

**Log Book Distribution****For DGS Leased Vehicles:**

- Report monthly end mileage by the 5th workday of each month via the DGS Office of Fleet and Asset Management website. Go to [www.dgs.ca.gov/ofam](http://www.dgs.ca.gov/ofam) and under the quick links select "Report your Mileage Log Information." **Note: An automated "late-log fee" will be added to the monthly charges for each vehicle that has not had its mileage reported by the 5th workday of the month.**
- Retain at least one year from end of fiscal year.
- For mileage questions, contact the DGS Fleet Call Center at 1-855-611-OFAM(3626) or [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov).

**For all Department / Agency Owned Vehicles:**

- Distribute in accordance with your department / agency procedures
- Retain at least one year from end of fiscal year.

MONTH AND YEAR October 2014	VEHICLE EQUIPMENT NUMBER	VEHICLE LICENSE PLATE NUMBER
HEADQUARTERS OF CAR Los Angeles	DEPARTMENT / AGENCY General Services	DIVISION OR INSTITUTION State Pool

**Reason Code Key**

- Enter "1" if the car is in route
- Enter "2" if the car is at a state facility
- Enter "3" if the car is at home

DATE	ODOMETER START	ODOMETER END	TRIP MILES	DEPARTURE LOCATION	DEPARTURE TIME	ARRIVAL LOCATION	ARRIVAL TIME	REASON CODE	DRIVER
1	46670	46740	70	L.A.	9 AM	Long Beach	1 PM	2	Jane Roe
6	46740	46971	231	L.A.	0830	Fresno	1740	1	George Moe
7	46971	47005	34	Fresno	0740	Local	1635	1	George Moe
8	47005	47083	78	""	1300	Porterville	1730	1	George Moe
9	47083	47266	183	Porterville	1000	No. Hollywood	1730	3	George Moe
10	47266	47281	15	No. Hollywood	0715	L.A.	0755	2	George Moe
13	47281	47290	9	L.A.	505 AM	Eagle Rock	545 PM	3	John Doe
14	47290	47583	293	Eagle Rock	615 AM	Yuma	8 PM	1	John Doe
15	47583	47892	309	Yuma	8 AM	Eagle Rock	1035 PM	3	John Doe
16	47892	47901	9	Eagle Rock	8 AM	L.A.	825 PM	2	John Doe
27	47901	48108	207	L.A. - Vic	0800	S.L. Obispo			
TOTAL MONTHLY MILEAGE			1816						

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HEADQUARTERS OF CAR	DEPARTMENT / AGENCY	DIVISION OR INSTITUTION

DATE	ODOMETER START	ODOMETER END	TRIP MILES	DEPARTURE LOCATION	DEPARTURE TIME	ARRIVAL LOCATION	ARRIVAL TIME	REASON CODE	DRIVER
<b>Total Trip Miles</b>									