# Exhibit 11: Vehicle Take-Home Trip Log Form

## Vehicle Take-Home Trip Log

King County

Department of Transportation
**Fleet Administration Division**

Vehicle No._____ Month _____ Year_____

Department _____ Division_____

Employee Name _____ Title_____Phone _____

Regular Work Hours _____ a.m. to _____ p.m. Odometer: Begin Month_____ End Month_____

| Trip Miles Reporting Column | | | | | Emergency Call Out Reporting Column | | | | |
|---|---|---|---|---|---|---|---|---|---|
| (1) Date | (2) Commute Miles | (3) Number of Commute Trips | (4) Business Miles | (5) Destination | (6) Date | Time of Day | # of Call Outs | (9) Round Trip Miles | (8) Nature of Emergency |
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| **Total ALL Columns** | | | | | | | | | |

Employee Signature _____ Date _____ Supervisor's Signature _____ Date _____

-Column 1: Enter the date for each daily trip.
-Column 2: Enter your total daily mileage from home to your work headquarters and back to home **OR** your total mileage from home to your first work site and from your last work site to home.
-Column 3: The total number of trips from home to work and from work to home in a single-day.
-Column 4: Enter the remaining daily miles driven after subtracting the daily commute miles (Column 2).
-Column 5: Enter your first destination, e.g., work headquarters, job site or meeting location.
-Column 6: Enter the date for each emergency situation.
-Column 7: State the emergency situation.

**Send one copy to your department's payroll office no later than 5 working days after the end of each month.**

0435 (Rev. 2/04)