

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:

- Each department / agency must report their vehicles total monthly mileage by the fifth (5th) workday of the month via DGS's Office of Fleet and Asset Management website or an automated 'late fee' will be added to the department / agency monthly lease charges for each vehicle.
Go to www.dgs.ca.gov/ofam and under the quick links select 'Report your Mileage Log Information.'
- Retain at least one year from end of fiscal year.
- For mileage questions or to order a new Std. 273 *Monthly Travel Log*, contact DGS's Fleet Call Center at 1(855) 611-OFAM (3626) or 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.
- To order a new STD. 273 *Monthly Travel Log*, contact the Office of State Publishing STD. Forms Fulfillment Center at 1(800) 964-3214 or 1(916) 324-4635.

