STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT
MONTHLY TRAVEL LOG
STD. 273 (REV. 9/2014)

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.

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES OFFICE OF FLEET AND ASSET MANAGEMENT MONTHLY TRAVEL LOG STD. 273 (REV. 9/2014)				MONTH AND YEAR October 2014 HEADQUARTERS OF CAR Los Angeles		DEPARTMENT / AGENCY General Services		VEHICLE LICENSE PLATE NUMBER	
								DIVISION OR INSTITUTION State Pool	
DATE	ODOMETEI START	ODOMETER READING START ENDING		FROM LOCATION	TIME OF DEPARTURE	TO LOCATION	TIME OF ARRIVAL	"1" CAR ENROUTE "2" STATE FACILITY "3" AT HOME	EACH DRIVER FILLS OUT REQUIRED DATA AND PRINTS NAME IN THIS COLUMN
1	46710	46740	30	L.A.	9 am	Long Beach	1 pm	2	Jane Roe
6	46740	46971	231	Long Beach	8:30 am	Fresno	5:40 pm	1	George Moe
$\frac{3}{7}$	46971	47005	34	Fresno	7:40 am	Local	4:35 pm	1	George Moe
8	47005	47083	78	" "	1 pm	Porterville	5:30 pm	1	George Moe
9	47083	47266	183	Porterville	10 am	No. Hollywood	5:30 pm	3	George Moe
10	47266	47281	15	No. Hollywood	7:15 am	L.A.	7:55 am	2	George Moe
13	47281	47290	9	L.A.	5:05 am	Eagle Rock	5:45 am	3	John Doe
14	47290	47583	293	Eagle Rock	6:15 am	Yuma	8 pm	1	John Doe
15	47583	47892	309	Yuma	8 am	Eagle Rock	10:35 pm	3	John Doe
16	47892	47901	9	Eagle Rock	8 am	L.A.	8:25 am	2	John Doe
27	47901		+	L.A Vic	8 am		0.20 4	-	Elmer Zoe
28		48108	207		+	S.L. Obispo	1 am	1	Elmer Zoe
28	48108	48328	220	San Luis Obispo	7:30 am	Long Beach	5 pm	2	Elmer Zoe
29	48328	48356	28	Long Beach	6:30 am	Los Angeles	8:10 pm	2	Elmer Zoe
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TOTAL MONTHLY MILEAGE 1816									
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TOTAL MONTHLY MILEAGE MUST BE ENTERED INTO OFAM'S ON-LINE SYSTEM, NO LATER THAN THE FIFTH (5th) WORKDAY OF THE MONTH OR AN AUTOMATED 'LATE FEE' WILL BE ADDED TO THE MONTHLY LEASE CHARGE.

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES OFFICE OF FLEET AND ASSET MANAGEMENT MONTHLY TRAVEL LOG STD. 273 (REV. 9/2014)			MONTH AND YEAR HEADQUARTERS OF CAR		VEHICLE EQUIPMENT NUMBER DEPARTMENT / AGENCY		VEHICLE LICENSE PLATE NUMBER DIVISION OR INSTITUTION		
									DATE
START	ENDING	MILES	LOCATION	DEPARTURE	LOCATION	ARRIVAL	"2" STATE FACILITY "3" AT HOME	REQUIRED DATA AND PRINTS NAME IN THIS COLUMN	
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