DA 5211 (DA MV 3) Rev. 08/08

DAILY VEHICLE LOG

STATE OF LOUISIANA **DIVISION OF ADMINISTRATION**

Property Tag Number				Serial Number	Serial Number					License Plate	Month	Year		
PA HS Make Model N N N				lodel	Model Year				DO NOT INCLUDE INSURANCE COSTS					
Beginning Odometer: Gallons			Fuel Cost	Fuel Cost Maint. & Repair Other Costs (det		Down Days	Driver Initials	Location where trips began; all points visited (unless did not leave state property grounds); where trip ended; purpose of trip (meeting, site visit, etc.)						
Date	Trip Ending Reading	Trip Mileage	of Fuel		Reverse Side)	on Reverse Side)	Days	IIIIIIais	property grou	mus), where trip ended, purpose or	trip (meeting, site	e visit, etc.)		
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	Final Reading			+										
	MONTHLY TOTALS									TOTAL EXPENSES FOR MONTH ▶				
OPERATO	E RECORD REFLECTS R'S INITIALS BY EACH SON SIGNING THE REF	ENTRY (POOL CA	ARS) OR, FO	R PERSONALLY AS	SSIGNED VEHICLES,	THE DRIVER'S SIGNA	TURE. TH		SIGNATURE OF	ASSIGNED DRIVER (IF APPLICABL	E)			

THE THIRD WORKING DAY OF EACH MONTH, WHO SHALL REVIEW, SIGN THE BOX (RIGHT) IF APPROVED, AND FORWARD TO THE AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.

SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE)
AUTHORIZED SUPERVISOR
TITLE

		SE	RVICE REPOR	RT					
DATE	VENDOR	ODOMETER	NATURE OF REPAIR/REPLACEMENT SERVICE		COS	COSTS			
		READING		(Include oil, filter changes; greasing, tire, battery replacement)		LABOR			
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	OTHER COSTS		SAFETY INSPECTION						
DATE	TYPE OF TRANSACTION	AMOUNT	• CHECK FLUID LEVELS BEFORE LONG TRIPS • TURN SIGNALS, BRAKE LIGHTS AND BRAKES • HEADLIGHTS (FOR NIGHT TRAVEL) • GAUGES FOR FUEL AND ENGINE STATUS • TIRE INFLATION AND CONDITION						
				WIPER OPERATION (FOR WET WEATH LOOSE ITEMS WHICH MAY BECOME I HOUSEKEEPING, ESPECIALLY IN DRIV	POTENTIAL PROJE	TENTIAL PROJECTILES BEHIND DRIVER			
	TOTAL O	\$							
COMMEN	TS: (General condition of vehicle, maintenance needs.	Report safety con	cerns to supervi	isor or responsible person)					