

Trip Log Entry Form

Date

Driver Name

Vehicle Identification License Plate / ID

Co-driver (if any)

Start Time

End Time

Start Odometer

End Odometer

Trip Origin

Trip Destination

Purpose of Trip

Notes/Remarks

- Ensure all trip details are recorded accurately at the time of travel.
- Odometer readings must be taken at both the start and end of the trip for mileage calculation.
- This log may be required for company, insurance, or regulatory compliance.
- Include the purpose of the trip for transparency and record-keeping.
- Signatures or supervisor review may be required as per your organization's policy.