HOWARD T. ODUM
CENTER FOR WETLANDS

NOTE: Vehicle logs must be maintained for audit purposes. It is important that all of the required information be included on the log and that it be reviewed and signed. **Completed forms must be maintained in department record** appropriate individual within the department. Incomplete and inappropriate entries will **for three (3) complete fiscal years.**

I certify that I have reviewed the Vehicle Use Record and all drivers of this vehicle are in possession of a valid operator's license. All drivers must possess a valid operator's license. Seat belts must be used and speed limits observed

Vehicle Number: **Tag Number:** **Make/Model/Year**

DATE	ORIGIN/DESTINATION	BUSINESS PURPOSE	MILEAGE OUT	MILEAGE IN	PROJECT TO BE CHARGED	FACULTY NAME/DRIVERS NAME (PRINT)	DRIVER SIGN HERE