[Insert organisation name/logo]

# MOTOR VEHICLE LOG

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle description** |  | **Date purchased** |  |
| **Registration number** |  | **Cost** |  |
| **Insurance number and company** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of trip** | **Odometer reading** | **Kilometers** **travelled**  | **Purpose of trip** | **Driver’s name** | **Signature** |
| **Start** | **finish** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |