



GLENNVILLE STATE COLLEGE

Date: _____ User: _____

Vehicle No.: _____ Credit Card No.: _____

Trip to: _____

Purpose of Trip: _____

Signature: _____

Dept. Code: _____

Mileage (Speedometer Reading): _____ End of Trip: _____

Start of Trip: _____

Total Mileage: _____

Gasoline:

Gauge Reading: Start of Trip: F 3/4 1/2 1/4 E

End of Trip: F 3/4 1/2 1/4 E

Gallons Purchased at the Start (after gauge reading): _____

Gallons Purchased En Route or Upon Return: _____

Service Required En Route: _____

Any Accidents: _____

Remarks: _____

Note:

This report and the car keys should be returned to the GSC Physical Plant as soon as possible after completion of the trip.

This report is to be made on all state-owned vehicles at the end of each trip beyond the limits of the campus.

All gasoline **DELIVERY TICKETS** should be taken to the GSC Physical Plant Office.