NRCS

VEHICLE USAGE LOG

Updated: 12/2011

TAG #: _____

OFFICE : _____

DATE OUT	DATE IN	DRIVER	DESTINATION	BEGINNING ODOMETER	ENDING ODOMETER	FUELED		MAINT/REPAIR	
						YES	NO	YES	NO

Per DR 5400-006, vehicle fuel receipts must be retained for one calendar year. Non-Fuel receipts (maint/repair) are part of the vehicle case file and must be retained for the life of the vehicle. Each office shall retain an official vehicle file for each vehicle to comply with these requirements.