

VEHICLE INFORMATION	
TSB License #	Equip. #
Vehicle Description:	

TRANSPORTATION SERVICES BUREAU
OFFICIAL TRAVEL LOG

COMPLETE AND ATTACH MAINTENANCE RECORD FORM

NOTE: An entry must be made each time the vehicle is driven,
(State Statute 81-1025)

MONTH	YEAR
Agency Name	
Agency Number	

This report must be submitted to your agency Vehicle Coordinator on assigned date. Vehicle Coordinator will submit it to TSB. (State Statute 81-1025)

TOTAL MILES

Approved by Agency Head or Authorized Agent

License #:
Equipment #:
Agency/Division #:
Date:

Oil, Filter and Lube:

**Odometer Reading
at Time of Service**

**Date Service
Completed**

Tires Rotated:

Safety Inspection, Wheels Aligned (Due annually):

Engine Tune-up (If applicable):

Transmission Service:

Wheel Bearings Packed (If applicable):

Please attach all maintenance invoices to the TSB Official Travel Log.

DO NOT attach any Voyager fuel receipts to the TSB Official Travel Log. Agencies/divisions must keep those receipts for a period of time consistent with the established document retention schedules.