

# WEEKLY GAS AND TOLL EXPENSE LOG

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EMPLOYEE NAME:  
WEEK ENDING DATE:  
VEHICLE MAKE/MODEL:  
DEPARTMENT:  
LICENSE PLATE NO:  
MANAGER NAME:

DAY	DATE	PURPOSE / DESTINATION	ODOMETER START	ODOMETER END	TOTAL MILES	FUEL COST	TOLL COST	TOTAL DAILY
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTALS:								

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Employee Signature

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Date

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Approver Signature

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Date