

Driver`s log

Car	number plate						
	Beginning of trip			End of trip			
Date	Location	Time	Current mileage in kilometers	Location	Time	Current mileage in kilometers	Purpose of trip
						Total kilometers	

I confirm that I will not submit the costs at any other department.

Traveller's signature: _____

Global budget: refund per driven kilometer: 12 cents

Project budget: train ticket second class resp. official kilometer allowance 42 cents