



# Monthly Mileage Recap

(Circle Year and Month)

Year: 2023    2024    2025    2026

Jan            Feb            Mar            Apr            May            June            July  
August            September            October            December

ASSIGNED LOCATION: \_\_\_\_\_

Vehicle Information:

- Make: \_\_\_\_\_ Model \_\_\_\_\_
- Year: \_\_\_\_\_ Tag number: \_\_\_\_\_
- Number of days vehicle used: \_\_\_\_\_
- Number of days vehicle Idle (unused by staff) \_\_\_\_\_
- Number of days vehicle inoperable due to repairs: \_\_\_\_\_

Monthly Odometer Beginning Mileage: \_\_\_\_\_

Monthly Odometer Ending Mileage: \_\_\_\_\_

Gas (Total Gallons) \_\_\_\_\_ Total Dollar Amount: \_\_\_\_\_  
Attach all receipts

Preventive Maintenance Performed (Circle all that apply)

Oil Change    Filter Change    Tire Rotation    Warranty maintenance

Explanation of Other (attach estimate or receipt) \_\_\_\_\_

\_\_\_\_\_