**CAR MILEAGE LOGBOOK**

**for delegation no. ........................ date: .................................**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **number of entry** | **date of visit** | **car registration number** | **engine capacity (cm3)** | **purpose of the visit** | **Route**  **from where**  **to where \*** | **number**  **of km travelled** | | **rate for**  **1 km**  **in PLN** | | **Value (column 7x8)**  **in PLN** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | | 9 |
|  |  |  |  |  |  |  | |  | |  |
|  | | | | | **Total:** |  |  | |  | |

..................................... ............................................. ....................................

employee's signature signature of person signature of person

confirming the number of km clearing financial settlement

(Purchasing department)

\* The employee is obliged to conduct an official journey according to the shortest route to the place of official delegation and back to the place of residence.