**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.