



MORGAN

COMMUNITY COLLEGE

Trip Report

Name of Driver: _____

Org to be Charged: _____

Vehicle Assigned: _____

Date Vehicle Checked Out: _____

Date Vehicle Returned: _____

Destination of Trip: _____

Ending Odometer Reading: _____

Beginning Odometer Reading: _____

Total Miles: _____

Please sign below acknowledging: gas tank is full with the receipt attached to this trip report, all trash and personal items have been removed from the vehicle, and the vehicle keys have been returned to Purchasing.

Driver's Signature & Date

Questions or concerns regarding vehicle can be left below: