

AP 791 FORM - MONTHLY LOG SHEET

(use of personal vehicle for Division business)



NAME (please print): _____
 SCHOOL: _____
 FOR THE MONTH OF: _____

DATE	DROVE TO	REASON FOR TRIP	# OF KM	SUBMITTED
TOTAL CLAIM				

0.45 Rate per kilometre

Signature: _____
 Approved by: _____
 Budget Account No: 1-2-12-155-221-_____ (School #)-001 (School Staff)