

Pre-Travel Report

Drivers: _____

Day # Date:

Destinations/Description:

Hotel \$ Per Diem Cost \$ Total Drive Hrs Total On Duty Hrs

Day # Date:

Destinations/Description:

Hotel \$ Per Diem Cost \$ Total Drive Hrs Total On Duty Hrs

Day # Date:

Destinations/Description:

Hotel \$ Per Diem Cost \$ Total Drive Hrs Total On Duty Hrs

Total Trip:

Hotel Costs: Per Diem \$ Total Drive Hrs Total Off Duty Hrs

Overtime Required? How much? Approved: _____