

Instructions for Completion
Monthly Trip Log/Vehicle Mileage Report

Please complete all information. Completed reports are to be returned to the Office of State Fire Marshal no later than the 10th of each month. Include team name and number and the month for which the report is completed. Include vehicle license plate number. Complete a report for each state-owned vehicle.

1. **Date** – Date of Travel
2. **Incident Number** – Office of State Fire Marshal hazmat incident number assigned to response by Teams program coordinator.
3. **Starting Mileage** – Starting mileage recorded prior to travel.
4. **Ending Mileage** – Ending mileage recorded upon return to station.
5. **Destination** – Address or other identifier for destination of travel.

Check one of the following:

- **HazMat Response** – Response to a state or local hazardous materials incident.
- **HazMat Recon** – A limited response of 2-3 team members for recon.
- **Command Support** – Use of vehicle to support response to other than hazmat incidents, such as fires, natural disasters, and other events requiring additional resources.
- **Training/Drill** – Travel to and from, and during the course of training exercises or drills.
- **Vehicle Maintenance** – Travel to obtain any type of vehicle maintenance.
- **Other** – Anything other than the above. Include a written description in the space provided.

