



**STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT  
SERVICES  
ADMINISTRATIVE POLICY**

**Pat Quinn, Governor**

**Malcolm Weems, Acting Director  
Central Management Services**

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| POLICY TITLE:<br><br><b>Travel Logs</b> |          |
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**I. GENERAL STATEMENT**

The State fleet costs significant sums of money to purchase, maintain, operate and insure. When employees use state vehicles for unauthorized purposes, this drives up vehicle costs in ways resulting in unfavorable financial impacts to the state and inappropriate use of tax dollars.

The Department of Central Management Services (DCMS) has established this policy to reform and discourage state employees from using state vehicles for personal use by requiring the use of trip logs for all pool vehicles.

**II. POLICY**

With the exception of vehicles operating with conventional license plates due to an increased risk of personal safety, drivers of all CMS owned or operated pool vehicles are required to maintain a trip log. These trip logs will include at a minimum the following information vehicle equipment number, license number, month and year, date of the trip, drivers name, beginning mileage, ending mileage, and destination.

Trip logs are to be reviewed and signed monthly by the Bureau Manager or their designee. Files of trip logs are to be maintained at each Bureau.


  
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 Malcolm Weems, Acting Director                      Date