**Vehicle Log Book Codes**

# Attachment A – Vehicle Log Book Codes

The following Codes are to be used when using CIT vehicle Electronic Log Books (ELB).

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| **ELB Code** | **Description** |
| Return to Work | Travel from place worked back to CIT premises |
| Business Meeting | Travel to business meeting |
| Client Meeting | Travel to client meeting |
| Inspection | Travel to a place relating to an inspection |
| Investigation | Travel to a place relating to an investigation |
| Audit | Travel to a place relating to an audit |
| Pick Up/Delivery | Travel to a place for picking up or delivering item(s) |
| Projects | Travel to a place relating to a project(s) |
| Training | Travel to a place relating to internal staff training |
| Service/Repairs | Travel to a place for service or repair of vehicle |
| HG Business  | Home Garaging when applies to CIT Business including driving to or from place of residence where vehicle is home garaged) |
| HG Private | To be used when a home garaged vehicle is not being used for official purposes |