

CAR TAX & LICENSE FEE EXPENSE SHEET

Period / Year:

Owner/Employee:

Department:

VEHICLE INFORMATION

VEHICLE MAKE & MODEL	YEAR	LICENSE PLATE NO.	VIN (VEHICLE IDENTIFICATION NUMBER)

EXPENSE BREAKDOWN

DATE PAID	DESCRIPTION / EXPENSE TYPE (E.G., REGISTRATION, EMISSION, PROPERTY TAX)	AGENCY / PAID TO	RECEIPT/DOC NO.	AMOUNT

Total Fees:

Total Taxes:

Grand Total:

Submitted By (Signature & Date)

Approved By (Signature & Date)

