COMMERCIAL FLEET EXPENSE REPORT

Vehicle Management & Reimbursement Form

Form Fleet-09

DRIVER NAME

REPORT DATE

VEHICLE ID / ASSET #

PERIOD START DATE

MAKE, MODEL & YEAR

PERIOD END DATE

LICENSE PLATE #

ODOMETER (START)

DEPARTMENT / PROJECT

ODOMETER (END)

EXPENSE LOG

DATE	CATEGORY	DESCRIPTION / DETAILS	VENDOR / LOCATION	RECEIPT #	AMOUNT ($)

DATE	CATEGORY	DESCRIPTION / DETAILS	VENDOR / LOCATION	RECEIPT #	AMOUNT ($)

Fuel Total	
Maintenance / Repair	
Tolls & Parking	
Other / Misc.	
Grand Total	

DRIVER SIGNATURE DATE

AUTHORIZED APPROVER SIGNATURE DATE