

# VEHICLE BREAKDOWN & RECOVERY EXPENSE LOG

Roadside Assistance & Incident Cost Record

## 1. INCIDENT & VEHICLE INFORMATION

Date of Incident

Time of Incident

Log Reference Number

Driver Name

Vehicle License Plate

Vehicle Make / Model

Breakdown Location (Road/Highway, City, Coordinates)

Odometer Reading at Breakdown

## 2. ASSISTANCE PROVIDER DETAILS

Roadside Assistance Provider

Membership / Policy Number

Description of Issue / Diagnostic

Action Taken / Resolution

## 3. EXPENSE BREAKDOWN

No.	Description of Service / Part Purchased	Receipt / Invoice #	Payment Method	Amount
1				
2				
3				
4				
5				

<b>Subtotal</b>	
<b>Tax</b>	
<b>Total Expenses</b>	

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**Additional Notes / Remarks**

**Reimbursement Status**

Reimbursement Required     Paid via Company Card

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**Driver Signature / Date**

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**Approving Manager Signature / Date**