COMMERCIAL VEHICLE EXPENSE REPORT

REPORT PERIOD:

SUBMISSION DATE:

DRIVER / OPERATOR

VEHICLE ID / FLEET NO.

LICENSE PLATE NO.

VEHICLE MAKE & MODEL

ODOMETER - START

ODOMETER - END

TOTAL DISTANCE

DEPARTMENT / PROJECT

1. FUEL EXPENSE LOG

DATE	ODOMETER READING	LOCATION / STATION	FUEL TYPE	QUANTITY (GAL/L)	UNIT PRICE	TOTAL COST	RECEIPT NO.
				Total Fuel Expenses			

2. MAINTENANCE & REPAIR LOG

DATE	ODOMETER READING	SERVICE PROVIDER / VENDOR	DESCRIPTION OF SERVICE / PARTS REPLACED	PARTS COST	LABOR COST	TOTAL COST	INVOICE NO.

DATE	ODOMETER READING	SERVICE PROVIDER / VENDOR	DESCRIPTION OF SERVICE / PARTS REPLACED	PARTS COST	LABOR COST	TOTAL COST	INVOICE NO.
Total Maintenance Expenses							

Driver / Operator Signature Date

Fleet Operations Manager Approval Signature Date

EXPENSE SUMMARY
Total Fuel Cost:
Total Parts Cost:
Total Labor Cost:
Other Expenses:
TOTAL EXPENSES: