

COMPANY CAR LEASE EXPENSE REPORT

EMPLOYEE DETAILS

Employee Name:

Department:

Job Title:

Employee ID:

REPORT DETAILS

Report Date:

Reporting Period:

Cost Center:

Submission Date:

VEHICLE INFORMATION

Make & Model:

License Plate No:

VIN:

Odometer (Start):

Odometer (End):

LEASE INFORMATION

Leasing Company:

Lease Account No:

Contract Start Date:

Contract End Date:

Monthly Mileage Limit:

EXPENSE SUMMARY

Expense Category	Description / Notes	Receipt Attached (Y/N)	Amount
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Expense Category	Description / Notes	Receipt Attached (Y/N)	Amount
Monthly Lease Payment			
Vehicle Insurance			
Maintenance & Repairs			
Fuel / EV Charging			
Tolls & Parking			
Excess Mileage Charges			
Other:			
Total Expenses:			

Employee Signature

Date:

Authorized Approver Signature

Date: