

# COMPREHENSIVE VEHICLE EXPENSE REPORT

Actual Expense Method

## DRIVER & PERIOD INFORMATION

DRIVER NAME

---

DEPARTMENT / COST CENTER

---

REPORTING PERIOD START

---

REPORTING PERIOD END

---

## VEHICLE DETAILS

YEAR/ MAKE/ MODEL

---

LICENSE PLATE NO.

---

VIN (VEHICLE ID NUMBER)

---

OWNERSHIP (OWNED / LEASED)

---

## MILEAGE LOG SUMMARY

ODOMETER READING - START

---

ODOMETER READING - END

---

TOTAL MILEAGE FOR PERIOD

---

BUSINESS MILES DRIVEN

---

PERSONAL MILES DRIVEN

---

BUSINESS USE PERCENTAGE (%)

---

## ACTUAL EXPENSE ITEMIZATION

Date	Expense Category	Description / Vendor	Receipt? (Y/N)	Amount

Date	Expense Category	Description / Vendor	Receipt? (Y/N)	Amount
<b>Total Actual Expenses:</b>				
<b>Business Percentage of Total Expenses:</b>				
<b>Total Reimbursable/Deductible Amount:</b>				

**NOTES / EXPLANATIONS**

---

DRIVER SIGNATURE & DATE

---

MANAGER / REVIEWER SIGNATURE & DATE