FLEET EXPENSE TRACKER

DOCUMENT STATUS

COMPANY NAME

REPORTING PERIOD (START/END)

VEHICLE ID / FLEET NUMBER

MAKE, MODEL & YEAR

LICENSE PLATE NO.

PRIMARY DRIVER

STARTING ODOMETER READING

ENDING ODOMETER READING

DATE	VEHICLE ID	CATEGORY	DESCRIPTION / VENDOR	ODOMETER	AMOUNT ($)	PAYMENT METHOD	RECEIPT NO.

FUEL TOTAL	
MAINTENANCE / REPAIRS	
TOLLS & PARKING	
OTHER EXPENSES	
GRAND TOTAL	

PREPARED BY (DRIVER SIGNATURE) DATE

APPROVED BY (MANAGER SIGNATURE) DATE