# BUSINESS VEHICLE EXPENSE LOG

Commercial Vehicle Mileage & Expense Record

## DRIVER & PERIOD INFORMATION

**Driver Name**

**Department**

**Period Start Date**

**Period End Date**

## VEHICLE DETAILS

**Vehicle Make/Model**

**Year & Color**

**License Plate No.**

**VIN / Fleet ID**

| DATE | DESTINATION / PURPOSE OF TRIP | ODOMETER START | ODOMETER END | BUSINESS MILES | FUEL COST | TOLLS & PARK | MAINTENANCE | OTHER EXPENSE DESCRIPTION | OTHER COST | RECEIPT |
|---|---|---|---|---|---|---|---|---|---|---|
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| **Total Business Miles** | |
| **Total Fuel Cost** | |
| **Total Tolls & Parking** | |
| **Total Maintenance** | |
| **Total Other Costs** | |
| **Total Expenses** | |

DRIVER SIGNATURE

DATE

AUTHORIZED APPROVER SIGNATURE

DATE