FLEET VEHICLE RUNNING COSTS

Running Costs Analysis & Expense Template

Company / Dept		**Analysis Period**	
Prepared By		**Date Generated**	

TOTAL FLEET DISTANCE

TOTAL FUEL EXPENSES

TOTAL MAINTENANCE & FIXED

AVERAGE COST PER MILE/KM

Vehicle Expense Log

VEHICLE ID / PLATE	MAKE & MODEL	DRIVER	ODOMETER / DISTANCE			VARIABLE & RUNNING COSTS				FIXED & ADMIN COSTS		TOTAL COST	COST PER MILE/KM
			START ODO	END ODO	TOTAL DIST	FUEL COST	SERVICE/REPAIRS	TIRES	TOLLS/PKG	LEASE/DEPREC	INS/FEES		
Total Fleet Summary													

Fleet Manager Signature

Finance Approver Signature