CORPORATE FLEET VEHICLE EXPENSE AUDIT

Expense Template for Fleet Vehicle Management

AUDIT INFORMATION

Audit Period:

Audit Date:

Lead Auditor:

Department/Unit:

VEHICLE PROFILE

Fleet Vehicle ID:

License Plate No:

Make, Model & Year:

Assigned Driver:

ODOMETER & USAGE VERIFICATION

Odometer Start (Period Start)	Odometer End (Period End)	Total Distance Traveled	Business vs. Personal Ratio

EXPENSE SUMMARY

Expense Category	Total Budgeted Amount	Total Audited Amount
Fuel Expenses		
Scheduled Maintenance & Tuning		
Unscheduled Repairs & Parts		
Tolls, Parking & Road Fees		
Insurance, Registration & Taxes		
Other / Miscellaneous		
Total Cumulative Expenses		

AUDIT LOG: TRANSACTION RECONCILIATION

Date	Receipt/Ref No.	Vendor/Description	Category	Amount	Reconciled? (Y/N)

DISCREPANCIES, FINDINGS, AND CORRECTIVE ACTIONS

Auditor Signature & Title

Date: _____

Fleet Program Manager Signature

Date: _____