

COMMERCIAL VEHICLE ACTUAL COST CALCULATOR

Expense Template for Actual Vehicle Expenses

COMPANY / OWNER NAME _____

REPORTING PERIOD START _____

REPORTING PERIOD END _____

VEHICLE MAKE & MODEL _____

YEAR / VIN _____

LICENSE PLATE NO. _____

MILEAGE RECORD

ODOMETER - START OF PERIOD _____

ODOMETER - END OF PERIOD _____

TOTAL MILES DRIVEN _____

BUSINESS MILES DRIVEN _____

PERSONAL MILES DRIVEN _____

BUSINESS USE PERCENTAGE (%) _____

OPERATING EXPENSES (VARIABLE)

EXPENSE CATEGORY	RECEIPT/REF NO.	ACTUAL COST (\$)
Fuel (Gasoline / Diesel)		
Oil, Fluids & Lubricants		
Tires & Tire Maintenance		
Routine Maintenance & Tune-ups		
Unscheduled Repairs		
Tolls & Parking Fees		
Vehicle Cleaning & Detailing		
Total Operating Expenses		

FIXED EXPENSES

EXPENSE CATEGORY	RECEIPT/REF NO.	ACTUAL COST (\$)
Commercial Vehicle Insurance		

EXPENSE CATEGORY	RECEIPT/REF NO.	ACTUAL COST (\$)
Vehicle Registration & Licensing Fees		
Permits & Authority Fees		
Vehicle Lease Payments (if leased)		
Interest on Vehicle Loan (if financed)		
Depreciation (if owned)		
Other Fixed Expenses		
Total Fixed Expenses		

SUMMARY OF ACTUAL COSTS

A. Total Actual Expenses (Operating + Fixed)

B. Business Use Percentage

C. Deductible Business Cost (A x B)

PREPARED BY (SIGNATURE / DATE) _____

APPROVED BY (SIGNATURE / DATE) _____