COMPANY CAR FUEL & MAINTENANCE LOG

Fleet Vehicle Expense Management Template

Driver Name:

Vehicle Make/Model:

Department:

License Plate No:

Reporting Period:

Odometer (Start/End):

1. FUEL PURCHASES LOG

Date	Odometer Reading	Fuel Qty (Gal/L)	Unit Price	Total Cost	Receipt / Ref No.	Notes / Location
Total Fuel Expenses:						

2. MAINTENANCE & REPAIR LOG

Date	Odometer	Service Description (Oil, Tires, Repair, etc.)	Service Provider / Vendor	Total Cost	Invoice No.
			Total Maintenance Expenses:		

3. SUMMARY & AUTHORIZATION

Expense Category	Total Amount
Total Fuel Costs (Section 1)	
Total Maintenance Costs (Section 2)	
GRAND TOTAL EXPENSES:	

Driver Signature / Date

Fleet Manager Approval / Date