

INDIVIDUAL CAR ACTUAL COST LOG

Expense Template for Actual Car Expenses

DRIVER & VEHICLE INFORMATION

DRIVER NAME

VEHICLE MAKE

MODEL

YEAR

LICENSE PLATE

REPORTING PERIOD & MILEAGE

PERIOD START DATE

PERIOD END DATE

ODOMETER START

ODOMETER END

TOTAL MILES

BUSINESS MILES

BUSINESS USE %

ACTUAL EXPENSE DETAILS

DATE	CATEGORY	VENDOR / MERCHANT	DESCRIPTION / PURPOSE	RECEIPT REF	AMOUNT (\$)

DATE	CATEGORY	VENDOR / MERCHANT	DESCRIPTION / PURPOSE	RECEIPT REF	AMOUNT (\$)
Total Actual Expenses:					

EXPENSE SUMMARY & CALCULATION

Total Actual Expenses (A)	
Business Use Percentage (B)	
Deductible Business Amount (A x B)	

EXPENSE CATEGORY GUIDE

- **Fuel:** Gasoline, diesel, or charging costs.
- **Maintenance:** Oil changes, tires, repairs, tune-ups.
- **Fixed Costs:** Insurance, registration, lease/depreciation.
- **Other:** Tolls, parking fees (100% business deductible).

DRIVER SIGNATURE / DATE

MANAGER APPROVAL / DATE