

VEHICLE GOVERNMENT FEES & TAXES

Expense Record Template

Owner / Entity: _____

Department: _____

Report Period: _____

Vehicle Make/Model: _____

License Plate No: _____

VIN / Chassis No: _____

DATE	FEE / TAX TYPE	DESCRIPTION / AUTHORITY NAME	RECEIPT/REF NO.	AMOUNT

Subtotal: _____

Processing/Other Fees: _____

Total Amount: _____

PREPARED BY (SIGNATURE & DATE)

AUTHORIZED APPROVED BY (SIGNATURE & DATE)