

VEHICLE TAX AND FEE REPORTING TEMPLATE

Expense Report for Government Taxes, Registration, and Licensing Fees

Reporting Period:

Prepared By:

Department/Division:

Vehicle Make/Model:

License Plate No:

VIN (Vehicle ID No):

1. REGISTRATION & LICENSING FEES

Date Paid	Fee Description	Government Agency	Receipt No.	Amount
	Vehicle Registration Renewal			
	License Plate / Decal Fee			
	Title Transfer / Issuance Fee			

2. TAXES & ASSESSMENTS

Date Paid	Tax Description	Tax Authority	Reference No.	Amount
	Annual Personal Property Tax			
	State/Local Sales Tax (Vehicle Purchase)			
	Highway Use Tax / Weight Tax			

3. INSPECTIONS, PERMITS & OTHER FEES

Date Paid	Fee / Permit Description	Issuing Authority	Receipt No.	Amount
	Emissions / Safety Inspection Fee			

Date Paid	Fee / Permit Description	Issuing Authority	Receipt No.	Amount
-----------	--------------------------	-------------------	-------------	--------

	Commercial Vehicle Permit / Decal			
--	-----------------------------------	--	--	--

	Toll Pass / Transponder Fee			
--	-----------------------------	--	--	--

Section 1 Subtotal:

Section 2 Subtotal:

Section 3 Subtotal:

TOTAL VEHICLE FEES &
TAXES:

Prepared By (Signature & Date)

Authorized Approval (Signature & Date)