

AUTOMOBILE LEASE COST TRACKING SHEET

Expense Template for Vehicle Lease Payments

Year / Make / Model

VIN

License Plate No.

Color (Int / Ext)

Lease Company

Account / Contract #

Lease Start Date

Lease Term (Months)

Base Monthly Payment

Monthly Sales Tax

Total Monthly Payment

Allowed Annual Miles

Total Contract Miles

Excess Mileage Rate

Capitalized Cost Reduction

Disposition Fee

Security Deposit

Total To Date:

Prepared By

Date Reviewed

Authorized Signature