Annual Auto Expense Report

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|  | **Employee Information:**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Vehicle Information**  Vehicle Make & Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  License Plate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Odometer Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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|  | **Month** | **Expense Type** | **Description** | **Amount ($)** |  |
|  | January | Fuel | ABC Gas Station - Regular | $30.00 |  |
|  | February | Maintenance | Oil Change | $45.00 |  |
|  | March | Fuel | XYZ Fuel Depot - Premium | $28.00 |  |
|  | April | Maintenance | Tire Rotation | $30.00 |  |
|  | May | Other | Parking Fee | $10.00 |  |
|  | June | Other | Toll Charges | $5.00 |  |
|  | July | Fuel | DEF Gas Station - Regular | $35.00 |  |
|  | August | Maintenance | Brake Inspection | $50.00 |  |
|  | September | Fuel | GHI Fuel Stop - Diesel | $40.00 |  |
|  | October | Maintenance | Battery Replacement | $100.00 |  |
|  | November | Other | Car Wash | $15.00 |  |
|  | December | Other | Roadside Assistance | $25.00 |  |

**Summary:**

Total Fuel Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Maintenance Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Other Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Annual Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Employee Signature**  Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Manager Signature**  Date: \_\_\_\_\_\_\_\_\_\_\_\_ |