Comprehensive Auto Expense Report

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

**Mileage Expenses**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Starting Location** | **Ending Location** | **Purpose of Trip** | **Starting Odometer** | **Ending Odometer** | **Miles Traveled** | **Rate per Mile** | **Total Expense** |
| 01/01/2024 | Office | Client Site | Client Meeting | 12,345 | 12,375 | 30 | $0.58 | $17.40 |
| 01/03/2024 | Home | Office | Regular Commute | 12,375 | 12,400 | 25 | $0.58 | $14.50 |

**Fuel Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Gas Station/Location** | **Fuel Type (Regular/Premium/Diesel)** | **Price per Gallon/Liter** | **Gallons/Liters Purchased** | **Total Cost** |
| 01/05/2024 | ABC Gas Station | Regular | $3.00 | 10 | $30.00 |
| 01/10/2024 | XYZ Fuel Depot | Premium | $3.50 | 8 | $28.00 |

**Maintenance Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Service Provider** | **Type of Service** | **Description** | **Cost** |
| 01/15/2024 | ABC Auto Repair | Oil Change | Full synthetic oil change | $45.00 |
| 01/20/2024 | XYZ Tire Shop | Tire Rotation | Rotate all four tires | $30.00 |

**Other Expenses**

|  |  |  |
| --- | --- | --- |
| **Date** | **Description** | **Cost** |
| 01/25/2024 | Parking Fee | $10.00 |
| 01/30/2024 | Toll Charges | $5.00 |

|  |  |
| --- | --- |
| Total Mileage Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Total Fuel Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total Maintenance Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Total Other Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Grand Total Expense: $0.00** | |