MAINTENANCE EXPENSE REPORT

**Employee Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vehicle Information**

Vehicle Make & Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License Plate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Odometer Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Maintenance Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Service Provider** | **Type of Service** | **Description** | **Cost** |
| 01/05/2024 | ABC Auto Repair | Oil Change | Full synthetic oil change | $45.00 |
| 01/10/2024 | XYZ Tire Shop | Tire Rotation | Rotate all four tires | $30.00 |
| 01/15/2024 | 123 Auto Service | Brake Inspection | Inspect and replace brake pads | $120.00 |
| 01/20/2024 | DEF Auto Services | Battery Replacement | Replace car battery | $150.00 |
| 01/25/2024 | GHI Auto Shop | Transmission Fluid Change | Change transmission fluid | $90.00 |
|  |  |  |  |  |

**Summary**

Total Maintenance Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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