Monthly Auto Expense Report

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

**Expense Details:**

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| **Date** | **Expense Type** | **Description** | **Amount ($)** |
| 01/01/2024 | Fuel | ABC Gas Station - Regular | $30.00 |
| 01/05/2024 | Maintenance | Oil Change | $45.00 |
| 01/10/2024 | Fuel | XYZ Fuel Depot - Premium | $28.00 |
| 01/15/2024 | Maintenance | Tire Rotation | $30.00 |
| 01/20/2024 | Other | Parking Fee | $10.00 |
| 01/25/2024 | Other | Toll Charges | $5.00 |

**Summary:**

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

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

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

Total Monthly Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval:**

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