**AUTO EXPENSE REPORT FOR TAX**

**Company Name**

Address

000-000-0000

email@info.com

www.website.com

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Phone Extension** |  |
| **Title** |  | **Supervisor** |  |
| **Month** |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Odometer** | | **Mileagex0.29** | **Gas/Oil** | **Pkg/Toll** | **Misc.** | **Total** |
|  | **Start** | **Stop** |  |  |  |  |  |
|  |  |  | 0.00 |  |  |  | 0.00 |
|  |  |  | 0.00 |  |  |  | 0.00 |
|  |  |  | 0.00 |  |  |  | 0.00 |
|  |  |  | 0.00 |  |  |  | 0.00 |
|  |  |  | 0.00 |  |  |  | 0.00 |
|  |  |  | 0.00 |  |  |  | 0.00 |
| **Total** | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Less cash advance & charges to company** | | | | | | | 0.00 |
| **Balance due me (company)** | | | | | | | $ 0.00 |

If submitted as an expense report, the attach receipts and sign below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature** |  | **Date** |  |
| **Approval Signature** |  | **Date** |  |