VEHICLE TRIP COST REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use one currency per project and one row per trip or cost category.

STEP 2 Enter the allowance and the actual amount supported by your records.

STEP 3 Record receipt references and whether wear, maintenance or other costs are still excluded.

STEP 4 Which fact or document still needs checking?

VEHICLE TRIP COST REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

TRIP REVIEW DATE	TRIP OR COST CATEGORY	PERSON RESPONSIBLE	SPENDING ALLOWANCE	RECORDED ACTUAL COST	RECEIPT REFERENCE AND EXCLUDED COSTS

Outstanding question or record to confirm

VEHICLE TRIP COST REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use one currency per project and one row per trip or cost category.

Concrete next action	Owner / due

ACTION 2 Enter the allowance and the actual amount supported by your records.

Concrete next action	Owner / due

ACTION 3 Record receipt references and whether wear, maintenance or other costs are still excluded.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This is an entered-cost record, not a tax, reimbursement or depreciation calculation. Missing costs remain unknown rather than being estimated automatically.

- [ ] Source checked
- [ ] Next action assigned