



VEHICLE LEASE ALLOWANCE AND EXPENSE RECONCILIATION

2009

Month _____

Employee _____

Lease Allowance Paid by Company for the month of _____

Calculate Expenses Below Using I or II.

- I. ACTUAL EXPENSES INCURRED BY EMPLOYEE:
 - 1. Lease Payments (or Deprec) _____
 - 2. Insurance _____
 - 3. Maintenance (Oil/Lube) _____
 - 4. Repairs _____
 - 5. Tires _____
 - 6. Registration/Licenses _____
 - 7. Cleaning/Washing _____
 - Total _____

OR

- II. STANDARD MILEAGE RATE
 - Number of Business Miles _____
 - x \$.485
 - Total _____

Signed: _____

Printed Name: _____