

See what a vehicle actually costs to run and spot a change in fuel consumption early, which is often the first sign that something mechanical is wrong.

No units are printed anywhere on this sheet, and no consumption figures either. Write at the top which units the odometer reads in, which you buy fuel in, and how you want consumption expressed — then keep to them, because a column of numbers in mixed units records nothing. Fill to the same point every time and read the odometer at the pump: brim to brim is what makes one line comparable with the next.

Vehicle	Registration	Odometer reads in	Fuel bought in	Consumption recorded as
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FILLS one line per fill, in order, with no gaps

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Vehicle Mileage Log

Keep a contemporaneous mileage record in the vehicle, which is the kind that stands up, rather than one reconstructed at the year end.

Journey by journey — date, purpose, start and end odometer — with business and private kept apart.

NO RATES PRINTED — CHECK YOUR OWN AUTHORITY

No mileage rates are printed on this sheet. Rates are set by tax authorities, differ by country and vehicle, and change from year to year. Whether a journey counts as business, what records you must keep and for how long are also questions for your own tax authority or accountant, not for a printable.

HOW TO USE THIS SHEET

- 1 Fill it in in the vehicle, at the end of the journey. A log reconstructed at the year end is the one that gets challenged.
- 2 Record the purpose in enough detail that it means something to somebody else in two years: who you saw, not just 'meeting'.
- 3 Note the odometer at the start and end of the period as well, so the total can be reconciled.

Vehicle

Registration

Driver

Period from

to

Odometer at start of period

Odometer at end of period

Units

Date	From	To	Purpose and who was seen	Start odo	End odo	Business	Private	Parking and tolls

Business total this sheet

Private total

Signed

EV Charging Cost Log

Build a real picture of what an electric vehicle costs to run, and show the gap between home and public charging in your own figures.

Every charge for an electric or plug-in vehicle — where it was charged, how much energy went in, what it cost, and the odometer at the time.

YOUR TARIFF, YOUR READINGS

No price per unit and no expected range are printed here. Home and public charging cost different amounts, tariffs change, and what a vehicle returns depends on the load, the weather and the driver — record your own figures and the pattern will show itself over a few months.

Vehicle

Battery / model

Driver

Period

CHARGING RECORD

Date	Vehicle	Charger & location	Home / public	kWh added	Cost	Odometer	Notes
		operator, site, bay		from the unit		reading	

Capture the road costs that never reach the fuel log, so an expense claim can be assembled from a record rather than from a pocketful of tickets.

Keep this alongside the fuel log rather than inside it. Mixing a car park ticket in with litres and odometer readings makes the consumption figures harder to read and the expense claim harder to assemble.

Kept by

Vehicle Hire and Loan Record

Settle the awkward conversation before it happens, by recording the odometer, the fuel and the condition with both people present at handover and return.

A vehicle handed to somebody else — hired out, loaned to a colleague or lent to another site — with the odometer and fuel at both ends and a signature on return.

COMPLETE THE ROW AT THE HANDOVER

Fill the row out at handover and finish it in front of whoever brings the vehicle back. A condition note written after the fact, with nobody there to agree it, settles nothing.

Vehicle / fleet

Owner or depot

Kept by

OUT AND BACK

Vehicle	Out to	Out on	Back on	Odo out	Odo in	Fuel / charge	Condition noted	Returned by
	person or company					out / in	damage, marks, kit	signature