**DAILY WORKSHEET**

**Date:…………………………………. Route:……………………**

**Vehicle info Morning Shift**

Vehicle Registration No:………………….............. Driver:…………………………………

Vehicle Name:……………………………………………. Conductor:………………………….

Fleet Number:……………………………………………. **Afternoon Shift**

Opening Mileage:………………………………………... Driver:………………………………..

Closing Mileage:……………………………………………….. Conductor:…………………………

|  |  |  |
| --- | --- | --- |
| **Expenses** | **Amount** | |
| Diesel |  | |
| Garage |  | |
| **Driver** | MORNING | AFTERNOON |
| **Conductors** |  |  |
| **Sundry** |  | |
| Line |  | |
| Parking |  | |
| Security |  | |
| Car Wash |  | |
| **Other Expenses** | | |
| 1. Road Expenses |  | |
| 2. Lunch |  | |
| 3. Legal fee |  | |
| 4. Sms fee |  | |
| 5. |  | |
| 6. |  | |
| 7. |  | |
| **Total Expenses** |  | |

**TRIP TABLES EXPENSES TABLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trip** | **To Town** | **Time** | **From Town** | **Time** | **Total** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |

**Morning Shift Expenses………………………..**

**Cash in Hand………………….**

**Afternoon Shift**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trip** | **To Town** | **Time** | **From Town** | **Time** | **Total** |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |
| **10** |  |  |  |  |  |
| **11** |  |  |  |  |  |
| **12** |  |  |  |  |  |

**Expenses………………………..**

**Cash in Hand………………….**

Total Income:……………………………………..

Total Expenses:………………………………….. Cash Received By:……………………

Net Income:………………………………………. Signature:………………………………..

Cash in Hand:……………………………………..