

Total Cost of Ownership (TCO) checklist

Many companies mix up two different worlds in their TCO exercise: costs and policy. This often leads to incomplete TCO calculations and EV policies that do not work as intended in practice.

That is why, in this checklist, we make a clear distinction between what belongs in the TCO calculation and what needs to be organised and communicated to keep those costs under control.

Only when both tracks are properly aligned you will achieve better strategic decision-making, predictable costs, satisfied drivers, and a fleet policy that is future-proof for 2026–2031.

1. Vehicle & contract parameters

These are the basic data required for any TCO calculation.

- ☐ Brand, model, powertrain (EV / PHEV / ICE)
- ☐ Lease contract duration & mileage

2. Operational lease costs

Elements that are usually included as standard in a lease contract.

- ☐ Financing
- ☐ Taxes
- ☐ Mileage bundle & excess mileage
- ☐ Maintenance, tyres, replacement vehicle
- ☐ Insurance and roadside assistance

3. Energy costs

These costs represent 20–50% of total TCO in reality and are therefore essential in a next-generation TCO approach.

EV

- ☐ WLTP consumption (for the specific vehicle)
- ☐ Home charging tariff (employee)
- ☐ Office charging tariff
- ☐ Public AC charging tariff
- ☐ DC fast charging tariff (often 3–8× more expensive)

ICE

- ☐ Fuel prices per card provider
- ☐ Fuel / kWh ratio

PHEV

- ☐ Everything of EV
- ☐ Everything of ICE
- ☐ Fuel / kWh ratio

4. Fiscal parameters (2026 - 2031)

- ☐ Tax deductibility based on order date
EV: 100% → 67,5% by 2031
ICE: 0% as from 1 January 2026
- ☐ CO₂ contribution (multiplied by a factor of 4 from 2026 onwards)
- ☐ Non-deductible expenses (on lease costs and benefit in kind)
- ☐ Non-recoverable VAT
- ☐ Benefit in kind (BIK) for the driver
- ☐ Non-recoverable VAT on lease
- ☐ Lease contract duration & mileage

5. Charging infrastructure costs

- ☐ Purchase or rental of charging station
- ☐ Installation costs (home or office)
- ☐ Charging-as-a-Service (if applicable)
- ☐ Service contracts / maintenance of the charging station
- ☐ Management costs for reimbursing home charging expenses

6. Additional operational costs

- ☐ Public parking fees when charging
- ☐ Additional insurance costs

Items not included in the TCO but essential to keep TCO under control

This is not about costs included in the calculation, but about factors that steer behaviour, avoid unnecessary costs, prevent errors, and provide clarity to employees.

These elements do not affect the TCO formula itself, but they do influence the TCO outcome in practice.



COMMUNICATION & POLICY (BEHAVIOURAL AND COST STEERING)

These elements must be explained and managed, not calculated.

- ☐ Employee receives charging card before vehicle delivery
- ☐ Explanation of AC vs DC charging (cost impact)
- ☐ Explanation of roaming & expensive public charging points
- ☐ Overview of the cheapest charging options (home / office)
- ☐ Policy for lost charging cards & fraud
- ☐ First-time EV driver onboarding

Did you know? Charging behaviour can influence the energy component of TCO by 10–25%. You calculate what should happen and steer behaviour to ensure it actually happens.

MONITORING & TOOLING

These are steering instruments not cost factors.

- ☐ Charging session dashboards
- ☐ Tariffs visible via app
- ☐ Alerts for extremely expensive charging points
- ☐ Reporting per employee
- ☐ Central database for consumption and charging data



Monitoring ensures alignment between the calculated TCO and reality. However, the tools themselves are not a TCO cost per vehicle.

INTERNAL STRATEGY & PROCESS AGREEMENTS

- ☐ Clear decision for EV-only from a specific date
- ☐ Guidelines for pool vehicle management
- ☐ Guidelines for end of contract or vehicle transition
- ☐ Internal agreements with Finance / HR / Sustainability

Contact us
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