

# Detailed Mileage and Fuel Declaration Sheet

Name:	_____	Employee ID:	_____
Department:	_____	Date:	____ / ____ / ____
Vehicle Registration:	_____	Vehicle Type:	_____

## Trip Details

Date	From	To	Purpose	Odometer Start	Odometer End	Miles/Km Traveled	Fuel Added (L/Gal)	Fuel Receipts Attached
____ / ____ / ____	_____	_____	_____	_____	_____	_____	_____	Yes / No
____ / ____ / ____	_____	_____	_____	_____	_____	_____	_____	Yes / No
Total Miles/Km: _____								

## Declaration

I declare that the information provided in this sheet is true and correct, and that the mileage and fuel claims correspond to official trips made for work purposes.

Signature:	_____	Date:	____ / ____ / ____
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## Important Notes

- Ensure all trip details and fuel receipts are accurately recorded and attached.
- Odometer readings must match supporting travel logs.
- False declarations may result in disciplinary actions.
- This form must be submitted monthly or as per company policy.
- Contact your supervisor for any clarification regarding completed entries.