

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: ____ / ____ / ____

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.