

# Fuel Claim Self-Declaration Letter

To Whom It May Concern,

I, **[Your Full Name]**, holding the position of **[Your Designation]** at **[Company/Department Name]**, hereby declare that I have personally incurred fuel expenses for official work-related purposes as follows:

**Claimed Period:**

From **[Start Date]** to **[End Date]**

**Details of Fuel Expenses:**

**Purpose of Travel:**

[Brief description of the purpose, e.g. site visits, client meetings, etc.]

**Total Amount Claimed:**

[Currency & Amount]

I confirm that the expenses claimed are genuine, directly related to my official duties, and have not been reimbursed by any other means. I also understand that any false declaration may result in disciplinary action in accordance with company policy.

Kindly process my claim accordingly.

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Signature

Name: **[Your Full Name]**

Date: **[DD/MM/YYYY]**

**Important Notes:**

- Ensure all details provided are accurate and honest.
- Attach supporting documents (if available), such as fuel receipts or mileage logs.
- Claims may be subject to verification by the finance or HR department.
- This declaration is typically required when original receipts are not available.
- Submitting a false claim can lead to disciplinary action or legal consequences.