

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.

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.