

# Monthly Fuel Expense Declaration

## Employee Details

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Month & Year: \_\_\_\_\_

## Vehicle Details

Vehicle Type: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_

Fuel Type: \_\_\_\_\_

## Fuel Expenses Summary

Date	Fuel Quantity (Litres)	Amount (Currency)	Receipt Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total</b>	_____	_____	

## Declaration

I hereby declare that the above-mentioned information is true and accurate to the best of my knowledge. All fuel expenses have been incurred for official purposes and the corresponding receipts are attached herewith.

\_\_\_\_\_

## Employee Signature & Date

\_\_\_\_\_

## Supervisor/Manager Signature & Date

### Important Notes:

- Attach all original fuel purchase receipts to support the declared expenses.
- Ensure that all details are accurate and complete before submission.
- Any false declaration may lead to disciplinary action.
- This declaration is to be submitted monthly within the prescribed timeline.

- Expenses must comply with company policy on fuel reimbursement.