

# 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.