

Company Fuel Voucher

Voucher No:	FV-2024-045	Date:	2024-06-11
Employee Name:	John Doe	Department:	Logistics
Vehicle No:	XYZ-1234	Purpose:	Official Trip

Fuel Details

#	Fuel Type	Quantity (Liters)	Price per Liter	Total Amount	Filling Station	Date of Issue
1	Diesel	40	1.30	52.00	GreenFuel Station	2024-06-11

Requested By: John Doe **Approved By:** Jane Smith **Received By:** John Doe

Important Notes:

- This voucher must be authorized by the concerned department head before usage.
- Attach all relevant fuel receipts with this document for audit purposes.
- Ensure that the vehicle number and details are correct before submission.
- Duplicate vouchers are not permitted; one voucher per transaction only.
- Any misuse of fuel vouchers may result in disciplinary action.