

# Detailed Fuel Expense Statement

Date:	2024-06-10
Employee Name:	John Doe
Employee ID:	EMP12345
Department:	Logistics
Vehicle No.:	XYZ-9876

## Fuel Expenses Breakdown

Date	Fuel Station	Location	Receipt No.	Liters	Cost per Liter	Total Cost	Purpose/Trip Details
2024-06-01	ABC Fuel	Main Street	123456	30	\$1.30	\$39.00	Client Meeting - Downtown
2024-06-04	XYZ Petro	2nd Ave	987654	25	\$1.32	\$33.00	Project Visit - Site A
2024-06-08	QuickFuel	Uptown	654321	28	\$1.31	\$36.68	Delivery - Zone 5
Total						\$108.68	

**Summary:** Total fuel expense for the reporting period is **\$108.68**.

## Important Notes

- All fuel expenses must be supported by valid receipts.
- Trips must be work-related to qualify for reimbursement.
- Submit this statement along with all original receipts.
- Review company policy for allowable fuel expenses and reporting periods.