

# 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.