

Digital Fuel Expense Voucher

Voucher No: DF-2024-015

Date: 2024-06-05

Company Name: Acme Logistics Ltd.

Employee Name: John Doe

Employee ID: EMP-3421

Department: Transport

Purpose: Client Delivery - Route B

Date	Vehicle No.	Fuel Type	Station	Quantity (Liters)	Price/Liter	Total Amount
2024-06-03	DL-09-AB-1234	Diesel	FuelMax Station 17	35	92	3,220
2024-06-04	DL-09-AB-1234	Diesel	City Fuel Stop	20	91.5	1,830
Total						5,050

Remarks: Includes fuel for urgent client delivery trip as authorized on 2024-06-02.

Requested By
John Doe

Approved By
Logistics Supervisor

Accountant

Important Notes:

- This voucher should be digitally approved by the authorised personnel.
- All supporting bills/receipts must be attached with this voucher.
- Ensure details are accurate to prevent reimbursement delays.
- Any misuse may attract disciplinary action as per company policy.
- Retain a copy of this voucher for record and audit purposes.