

Official Fuel Expense Log Sheet

For recording gasoline, diesel, and other fuel expenses used for official purposes.

Vehicle No./ID:

Driver Name:

Department:

Month:

Year:

Date	Odometer Start	Odometer End	Fuel Type	Liters/Gallons	Amount (Currency)	Station Name/Location	Purpose/Remarks	Signature
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Total Fuel Used:

Total Expense:

Checked/Verified by:

Date:

Important Notes:

- This log must be filled out immediately after each refueling.
- All fields must be completed for each entry; incomplete logs may be rejected.
- Attach all fuel receipts to support each expense entry.
- This log is subject to periodic review and audit.
- Misrepresentation of expenses may lead to disciplinary action.