

# 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.