

# Fuel Expense Declaration Document

## Employee Information

Full Name	John Doe
Employee ID	EMP123456
Department	Operations
Month & Year	May 2024
Vehicle Registration	XYZ-5678

## Fuel Expense Details

Date	Fuel Station	Amount (Liters)	Total Cost	Receipt No.
03/05/2024	ABC Fuel Mart	35	\$50.00	FM1243
15/05/2024	DEF Petro	30	\$44.70	PD9111
27/05/2024	GHI Gas	28.5	\$41.23	GG7719
Total			\$135.93	

## Declaration

I hereby declare that the above expenses were genuinely incurred for official purposes and all receipts attached are true and accurate to the best of my knowledge.

Employee's Signature

Date

Manager's Signature

## Important Notes

- All fuel receipts must be attached with the declaration document.
- Ensure expenses claimed are strictly for approved official travel only.
- Falsification of information may lead to disciplinary action.
- Submit the declaration within five working days after the month end.
- Incomplete forms or missing receipts may result in claim rejection.