

### Fuel expenses declaration

I \_\_\_\_\_ declare that  
(Employee's full name)

\_\_\_\_\_ expenses of \$ \_\_\_\_\_  
(state whether fuel and/or oil) (amount in figures)

were incurred by me during the period from \_\_\_\_\_ 20\_\_\_\_ to  
\_\_\_\_\_ 20\_\_\_\_\_

in respect of \_\_\_\_\_ registration number \_\_\_\_\_  
(make and model of car)

Signed \_\_\_\_\_

Date \_\_\_\_\_

If the employee is responsible for all fuel and/or oil costs, a declaration based on a reasonable estimate derived from the total kilometres travelled, average fuel costs and fuel consumption will be acceptable. In these cases the declaration should be extended as follows:

'I also declare that the total kilometres travelled during the period was \_\_\_\_\_'