

ELECTRIC VEHICLE CHARGING

Employee Expense Submission Form

Please complete this form for business-related electric vehicle charging expenses. Attach all relevant receipts or digital charging session summaries before submission.

Employee Information

Full Name

Employee ID

Department

Email Address

Vehicle Information

Vehicle Make & Model

License Plate Number

Charging Expense Details

Date	Charging Location / Network	Energy (kWh)	Unit Price (per kWh)	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Reimbursement Claim:

Attach Receipts (PDF, JPG, PNG)

Choose File

No file selected

Employee Declaration

I hereby certify that the EV charging expenses claimed above were incurred during authorized business activities, and that all details provided are true and accurate.

Employee Signature

Date

Management Approval (Internal Use Only)

Authorized Approver Signature

Date

Submit Expense Report