

# FLEET FINANCING INTEREST CLAIM FORM

Vehicle Loan Interest Expense Template

Claim No: \_\_\_\_\_

Date: \_\_\_\_\_

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## CLAIMANT INFORMATION

Employee Name

Department / Business Unit

Employee ID

Email Address

Cost Center

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## VEHICLE & LOAN DETAILS

Vehicle Make & Model

Vehicle Registration Number (License Plate)

Lending Institution / Bank

Loan Account Number

Interest Rate (%)

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## INTEREST EXPENSE CLAIM BREAKDOWN

Payment Date	Statement / Invoice Period	Total Installment Paid (\$)	Interest Amount Claimed (\$)	Receipt / Ref No.
Total Interest Claimed:				

**Declaration:** I hereby certify that the financing interest expenses claimed above were incurred solely for business vehicle usage and conform with the vehicle financing and expense policies of the company. Supporting bank statements, payment receipts, and interest amortization schedules are attached.

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**Claimant Signature**

Date: \_\_\_\_\_

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**Manager Approval**

Date: \_\_\_\_\_

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**Finance Department Authorization**

Date: \_\_\_\_\_