

EV CHARGING REIMBURSEMENT

EMPLOYEE DETAILS

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

MANAGER / APPROVER

SUBMISSION DATE

VEHICLE DETAILS

VEHICLE MAKE & MODEL

LICENSE PLATE

OWNERSHIP



CHARGING LOG

Date	Location / Station Name	Charging Network	Energy (kWh)	Business Purpose	Cost

Date	Location / Station Name	Charging Network	Energy (kWh)	Business Purpose	Cost
Total Energy & Expenses					

DECLARATION & AUTHORIZATION

I hereby certify that the EV charging expenses listed above were incurred during authorized business travel and are accurate reflections of business-use power consumption. I have attached the corresponding receipts / session summaries for each line item. No part of these expenses has been previously claimed or reimbursed from other sources.

Employee Signature & Date

Authorized Approver Signature & Date

Please attach official invoices, receipt copies, or digital session summaries from the charging network provider.