

# CORPORATE GAS EXPENSE AUDIT TEMPLATE

<b>Employee Name:</b> _____	<b>Audit Period:</b> _____
<b>Department:</b> _____	<b>Vehicle Plate No:</b> _____
<b>Auditor Name:</b> _____	<b>Vehicle Make/Model:</b> _____
<b>Audit Date:</b> _____	<b>Fuel Card Number:</b> _____

Date	Odometer Start	Odometer End	Distance Run	Fuel (Liters/Gal)	Unit Price	Total Cost	Receipt Reference

**Total Distance Run:** \_\_\_\_\_  
**Total Fuel Consumed:** \_\_\_\_\_  
**Average Fuel Economy:** \_\_\_\_\_  
**Total Gas Expense:** \_\_\_\_\_

\_\_\_\_\_  
CLAIMANT SIGNATURE

\_\_\_\_\_  
AUDITOR SIGNATURE

\_\_\_\_\_  
MANAGER APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE