COMPANY CAR FUEL LOG & REIMBURSEMENT

Fuel Expense Report and Mileage Log

EMPLOYEE NAME:

DEPARTMENT:

PERIOD START DATE:

PERIOD END DATE:

VEHICLE MAKE/MODEL:

LICENSE PLATE NO:

ODOMETER (START):

ODOMETER (END):

DATE	ODOMETER (START)	ODOMETER (END)	DISTANCE	FUEL (QTY)	PRICE / UNIT	TOTAL COST	RECEIPT ATTACHED

Total Distance	
Total Fuel Qty	
Total Fuel Cost	
Reimbursement Rate	
Total Claim	

EMPLOYEE SIGNATURE & DATE

MANAGER APPROVAL SIGNATURE & DATE