

# Fuel Expense Report Template for Fleet Managers



# Fuel Expense Report Template:

## Report Information:

- Report Period: [Specify the period covered by the report]
- Prepared By: [Name of the person preparing the report]
- Date of Preparation: [Date when the report is prepared]

## Vehicle Details:

- Vehicle ID/Plate Number: [Unique identifier or license plate number of the vehicle]
- Vehicle Type/Make/Model: [Type, make, and model of the vehicle]

## Fuel Purchase Information:

- Date of Purchase: [Date when fuel was purchased]
- Fuel Station: [Name or location of the fuel station]
- Fuel Type: [Type of fuel, e.g., gasoline, diesel]
- Quantity: [Amount of fuel purchased in gallons/liters]
- Unit Price: [Price per unit of fuel]
- Total Cost: [Total cost of the fuel purchase]

## Odometer Reading:

- Starting Odometer: [Odometer reading at the beginning of the report period]
- Ending Odometer: [Odometer reading at the end of the report period]

## Additional Expenses:

- Parking fees
- Toll expenses
- Maintenance costs related to fuel efficiency

## Total Fuel Expenses:

- Total Fuel Purchases: [Sum of all fuel purchases during the report period]
- Total Additional Expenses: [Sum of additional expenses, if any]
- Grand Total: [Total fuel expenses including additional expenses]

## Analysis and Notes:

- Trends in fuel consumption
- Fuel efficiency observations
- Anomalies or discrepancies in expenses

Attachments:

Attach fuel receipts or invoices for verification

Employee Signature:

Employee's signature acknowledging the accuracy of the report

Supervisor/Manager Approval:

Signature of approving supervisor/manager