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