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FUEL & TRAVEL EXPENSE REPORT

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Purpose: Used to **track fuel costs, toll fees, and other travel-related expenses**, ensuring budget control.

Date of Travel: _____

Employee Name: _____

Department: _____

Designation: _____

Vehicle ID: _____

Starting Mileage (km): _____

Ending Mileage (km): _____

Total Distance Covered (km): _____

Expense Breakdown:

Expense Type	Amount (PKR)	Receipt Attached (Yes/No)	Admin Approval
Fuel	_____	☐ Yes ☐ No	☑ Approved / ✕ Not Approved
Toll Charges	_____	☐ Yes ☐ No	☑ Approved / ✕ Not Approved
Parking	_____	☐ Yes ☐ No	☑ Approved / ✕ Not Approved
Other	_____	☐ Yes ☐ No	☑ Approved / ✕ Not Approved

Employee Signature: _____

Admin Approval Signature: _____

Usage Instructions:

- ☑ **All receipts must be attached** for reimbursement.
- ☑ The **Admin Team verifies expenses before processing payments**.