

Illustration of Employee Declaration

Employee Declaration for Fuel Reimbursements.

Employee Code :

Employee Name :

Declaration

I declare that I, _____, own a Vehicle with registration no _____. I estimate to incur an amount of Rs. _____ per month on fuel for commuting to and from office/ pickup point and I will submit bills to claim reimbursement for the same.

I have also hired a driver/ chauffeur (driving license number _____) for a monthly salary of Rs. _____, which I will claim as reimbursement.

Employee
(Name & Signature)

Approval Authority
(Name & Signature)