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| Fuel Expense Report |

**Employee Information:**

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Fuel Purchase Details:**

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| **Date** | **Gas Station/Location** | **Fuel Type (Regular/Premium/Diesel)** | **Price per Gallon/Liter** | **Gallons/Liters Purchased** | **Total Cost** |
| 01/01/2024 | ABC Gas Station | Regular | $3.00 | 10 | $30.00 |
| 01/03/2024 | XYZ Fuel Depot | Premium | $3.50 | 8 | $28.00 |
| 01/07/2024 | 123 Fuel Center | Diesel | $3.25 | 12 | $39.00 |
| 01/10/2024 | DEF Gas Station | Regular | $3.00 | 15 | $45.00 |
| 01/15/2024 | GHI Gas Station | Regular | $3.00 | 10 | $30.00 |
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**Summary:**

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| Total Gallons/Liters Purchased: \_\_\_\_\_\_\_\_\_\_\_\_\_  Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Approval:**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Employee Signature**  Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Manager Signature**  Date: \_\_\_\_\_\_\_\_\_\_\_\_ |