

# Fuel expenses claim



## Lessee details

Leasing no.:	Payee details:
Lessee:	Driver:
Street/no.:	E-mail:
Postcode/town:	Street/no.:
Vehicle type/make:	Postcode/town:
Vehicle registration no.:	Telephone:
	<b>Bank details:</b>
	Sort code:
	Account no.:
	Name of bank/town:

## Fuel expenses claim forms which are not fully completed cannot be processed

Please state the reason for manual receipt submission:

AlphaFuel Card faulty/damaged       Theft       Loss       Card reader faulty

The fault/theft/loss was reported on \_\_\_\_\_ to \_\_\_\_\_  
(verbally/in writing/etc.)

In accordance with the provisions of the Federal Ministry of Finance, cash expenditure can only be reimbursed for the above reasons.\*

I request reimbursement of the following cash expenditure (please be sure to enclose original receipts affixed to a sheet of A4 paper):

Date	Mileage	Litres	Euros
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total 1**

+ engine oil \_\_\_\_\_

+ parking \_\_\_\_\_

+ car wash \_\_\_\_\_

+ other \_\_\_\_\_

**Total 2**

**Amount to be paid** \_\_\_\_\_

Place, date, signature of driver \_\_\_\_\_

\*Note: In its communication of June 15th 2004, the Federal Ministry of Finance (BMF) made a statement regarding the VAT-related assessment of internal cost assessment in the case of fuel supplies to car lessees on account of the lessor. Here the BMF explicitly approves the financing of fuel if the lessee fuels the vehicle on his/her own behalf and has the expenses reimbursed by the lessor at a later date. With the above points, Alphabet Fuhrparkmanagement GmbH acknowledges the relevant circumstances to the extent that a singular, external event made the cash disbursement necessary and consequently the constituent facts of a financing transaction do not apply.  
**AlphaFuel Service: Tel. 01805 60 30 10\*, E-mail: [alphafuelcard@alphabet.de](mailto:alphafuelcard@alphabet.de)**