

How To Claim For Fuel Expenses

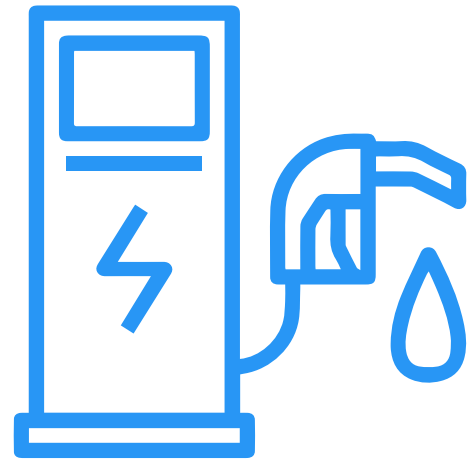
If you are planning to claim back the cost of fuel for a club trip then you need to follow the procedure below in order to submit a successful claim.

When claiming for petrol there is a procedure that is to be followed in order to get an accurate amount of fuel used.

BEFORE you leave for the trip the driver fills their car to the top – this is at the drivers' expense, however, you need to keep this receipt to show you are starting the trip with a full tank.

AFTER the trip, the driver will, once again, fill up the car to the maximum. This will show the correct amount of fuel that has been used. This receipt will be used to reimburse the correct amount to the driver.

This will mean you will need to provide 2 receipts. One to show the car started the trip on a full tank, and one to show how much fuel was used. The second receipt should match the dollar amount you will be claiming for.



There is just a couple of exceptions to this (of course there always is, right!)



If you have hired a car or a van, they usually come with a full tank to start with. In this instance you will only have **one** receipt to submit- the one you will receive when you fill the van back to full before returning it to the hire company.

If you are going on a long trip and have had to fill up the car more than once then you will be submitting **extra** receipt/s to show the extra fills. However, you will still need to start with a full tank and finish with a full tank (providing the relevant receipts), as explained above.

We are unable to reimburse a fuel expense if we do not have a receipt. Unfortunately, this is out of our control and is a genuine auditing requirement. We cannot accept screen shots from banks, or copies of bank statements. We can only accept an official receipt from the business the fuel was purchased from. **There are no exceptions to this rule.**