

Reimbursement of fuel costs

Lessee/vehicle leased

Payment to

Lease no.

Driver

Lessee

E-mail

Street/house no.

Tel. no. (optional for queries)

Postcode/town or city

Name of bank/location

Vehicle model/manufacturer

BIC

Registration no.

IBAN

Drive

Please make copies of your original receipts before submitting them. Only receipts from the respective petrol station network of your fuel cards can be reimbursed. Furthermore, only services corresponding to your fuel card authorization may be submitted.

Invoice

(incomplete fuel expenses claims cannot be processed)

Please tick the reason for manually submitting a receipt (mandatory):

Fuel/Charge Card is faulty/damaged

Fuel/Charge Card lost

Fuel/Charge Card stolen

Fuel/Charge Card reader was faulty

The card was reported as faulty/stolen/lost on (date)

to (person)

(personally/in writing/other)

In accordance with the regulations of the German Federal Ministry of Finance (BMF), cash expenses may only be reimbursed for the reasons listed above.

Please note that the services are purchased in your own name. Therefore, this is not a chain transaction. Alphabet Fuhrparkmanagement GmbH will charge you the gross costs incurred.

I apply for the reimbursement of the following expenses incurred (please submit a PDF document with all necessary receipts):

Date	Mileage	Litres/kWh	Euros
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal	Subtotal	Subtotal	Subtotal
+ engine oil	_____	_____	_____
+ car wash	_____	_____	_____
+ other	_____	_____	_____
Total	Total	Total	Total

Reimbursement sum

The account details and contact data provided by you in relation with the reimbursement of costs will be collected and stored by Alphabet Fuhrparkmanagement GmbH in order to carry out the reimbursement. Further information including information on your rights as a data subject (information, correction, restriction of processing, data portability and objection) can be found in our data privacy notice at www.alphabet.de/datenschutz.

Place, date

Signature of driver