

## FUEL EXPENSES DECLARATION FORM

### DRIVER'S DETAILS

company name: .....

driver's name: .....

driver's address: .....

zip code/town: .....

license plate: ..... lease number: .....

### FUELLING TRANSACTIONS

date	km	amount incl. VAT	currency	number of liters	type of fuel	replacement car

total: ..... € ..... L

### INSTRUCTIONS

- this form can only be used if you are in possession of an active fuel contract
- only fuel costs can be claimed (no adblue, tolls, oil, antifreeze or other products)
- refueling abroad can only be declared if you have an international fuel card
- when refueling a replacement car, state the license plate of that replacement car in the last column
- please send the fully completed form together with the receipts to [financialfuelandreporting@alphabet.be](mailto:financialfuelandreporting@alphabet.be)

### DRIVER'S BANK DETAILS

IBAN: ..... BIC: .....

date: ..... signature: .....

The driver hereby declares that the specified fuel intakes are correct and in accordance with the fuel agreements as agreed between employer and employee.

**Privacy clause** By completing and signing this document I hereby consent that Alphabet Belgium will collect and process my contact and payment details for the reimbursement of the above listed costs. My data will not be used for other purposes nor will it be shared with third parties, unless explicitly consented by me. You can withdraw your consent for this processing at any time by sending an email to [contact.privacy@alphabet.be](mailto:contact.privacy@alphabet.be). For more information about Alphabet Belgium's data processing activities, please see our privacy statement.