

Fuel expenses claim



Lessee / vehicle leased

Lease no.: _____

Lessee: _____

Street / house no.: _____

Postcode / town or city: _____

Vehicle model / manufacturer: _____

Registration no.: _____

Drive: _____

Payment

Driver: _____

E-mail: _____

Street / house no.: _____

Postcode / town or city: _____

Tel. no.: _____

Name of bank / location: _____

BIC: _____

IBAN: _____

If requested by your company, the washing of a car must be legitimised with a company stamp. / Information for the driver: Please make copies of your receipts before submitting them. / Only cash sums incurred at Aral, Shell or Novofleet stations can be reimbursed.

Invoice (incomplete fuel expenses claims cannot be processed)

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

<input type="checkbox"/> Fuel / Charge Card is faulty / damaged	<input type="checkbox"/> Fuel / Charge Card lost
<input type="checkbox"/> Fuel / Charge Card stolen	<input type="checkbox"/> 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.*

I request that the following cash expenses be reimbursed to me (please be sure to include your original receipts attached to A4 paper):

Date	Mileage	Litres	Euros
Subtotal			
+ engine oil			
+ parking			
+ car wash			
+ other			
Total			
Reimbursement sum			

As part of the Fleet Service Alphabet Fuhrparkmanagement GmbH collects, processes and transmits personal data to service provider, including customer-related usage and vehicle data only insofar as this is necessary for the purpose of an action for fuel management service, in compliance with statutory law and the terms. You can get under a-z@alphabet.de information about your stored personal data at Alphabet Fuhrparkmanagement GmbH. If, despite our efforts to maintain data accuracy and timeliness of incorrect information has been stored, we will correct, suspend or delete it at your request.

Place, date _____ Signature of driver _____

* NB: In a letter dated 15 June 2004, the German Federal Ministry of Finance (BMF) made a statement regarding the VAT-related assessment of fuel supplies to car lessees for the account of the lessor. In item 2 of said letter, the BMF explicitly approves the financing of fuel insofar as the lessee effects the procurement of fuel in their own name and subsequently has their outlaid expenses reimbursed by the lessor. With the above points, Alphabet Fuhrparkmanagement GmbH acknowledges the relevant issues such that an exogenous and singular event made a cash payment necessary and that the criteria of a financing transaction therefore do not apply. Fuel Management: Phone +49 89 55 20 90 90, E-mail: treibstoffmanagement@alphabet.de