



Policy No: HR102
Created: March 2026
Updated:

Fuel Allowance Policy

Fuel allowance is provided only to **approved employees** and is not automatically included with company card access.

Fuel Allowance Guidelines

- Approved employees are allowed **one (1) fuel fill-up per week**
 - Fuel must be:
 - For the employee's **primary work vehicle**
 - Used primarily for **business-related travel**
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Fuel Purchase Rules

- Fuel must be purchased using the **company-issued card**
 - Only **one fill-up per week** is permitted
 - No splitting transactions
 - No fuel for other individuals' vehicles
 - No combining fuel purchases with **non-approved items** (snacks, drinks, etc.)
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Receipts

- **Receipts are required** for all fuel purchases
- Receipts must be submitted weekly or with timesheets

Monitoring & Enforcement

- Fuel usage is **tracked and reviewed regularly**
- Misuse may result in:
 - Loss of fuel allowance
 - Repayment of charges
 - Disciplinary action

I acknowledge that I have been approved for Fuel Allowance and understand the policy.

I understand that:

- I am limited to **one (1) fuel fill-up per week**
- Fuel must be for **approved work-related use**
- I must submit **receipts weekly with proper documentation**

I agree to follow all guidelines.

Employee Name: _____

Signature: _____ Date: _____

