

**ROYAL INSTITUTE OF MANAGEMENT
NOTE SHEET**

RIM/transport/20...../

Date:

Refueled history sheet for vehicle number BG- is as follows:

Sl. No	Date	Supply Memo No	Amount	Remarks

Total Amount:

1. KM reading at the time recoupment

2.Total Km covered from the last recoupment

3.Total petrol/diesel put in the vehicle during the period

4.Total KM covered performance per ltrs.

5.No. of recoupment slip(s)

From.....

To

Name &Signature of the Driver

**Name & Signature of the
Approving/Controlling Officer**