Fleet Services Reimbursement Form

**Purpose of this form:**

To obtain reimbursement of personal funds used to purchase vehicle related expenses while driving a Fleet Services University vehicle. (Please note: there should be a University Voyager credit card in each vehicle for this purpose.)

**Instructions for individual to be reimbursed:**

Your name: __________________________  Phone no. _________________

Fleet Vehicle #: _____________________ (required)
(Contact Fleet Dispatch for help – 752-0787).

Date(s) of vehicle rental: ________________

Give this form to your department’s Travel Assistant along with all appropriate receipts to create a travel report (unless traveler creates their own travel report).

**Instructions for Travel Assistant:**

1. MyTravel Report Key: #____________________

2. In the travel report, charge expenses to the following Fleet accounts:

   a. Fuel purchased: 3-FUELOPS-2390
   b. Oil purchased: 3-FSPARTS-8000

   c. Repairs to:
      i. UCD Daily Rental Vehicle: 3-MULTOPS-7200
      ii. UCD Leased Vehicle: (contact Fleet Services below)

   d. Rental of commercial vehicle for:
      i. UCD Daily Rental Vehicle: 3-MULTOPS-2030
      ii. UCD Leased Vehicle: (contact Fleet Services below)

3. Fax all receipts into MyTravel report.

4. Email this completed form to Elma Olguin @ enolguin@ucdavis.edu

**For assistance with this process contact:**

Elma Olguin, Business Assistant, 752-7167; enolguin@ucdavis.edu