

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