

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.)

Fuel Reimbursement- for Daily Rentals only. If you have a Leased vehicle assigned to your Department please seek reimbursement from your Department.

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-FLTSOPS-7200
 - ii. UCD Leased Vehicle: (contact Fleet Services below)
 - d. Rental of commercial vehicle for:
 - i. UCD Daily Rental Vehicle: 3-FLTSOPS-2030
 - ii. UCD Leased Vehicle: (contact Fleet Services below)
3. Fax all receipts into AggieTravel report.
4. Email this completed form to Elma Olguin @ enolguin@ucdavis.edu

For assistance with this process contact: Elma Olguin, 752-7167
enolguin@ucdavis.edu