



UTA Vanpool Fuel Reimbursement Form

COMPLETE ALL FIELDS - REVISED 2.2.24 - PG 1/1

UTA will reimburse a vanpool participant who has incurred a personal fuel expense due to experiencing problems or issues with their UTA-issued fuel card when fueling their van at an approved Fuelman Location. To be eligible, participants must complete this form and submit it along with a copy of their receipt to vanpoolbilling@rideuta.com. Reimbursements will be mailed to the participant at the address provided on this form.

Vanpool Information

Vanpool Point of Contact Name: _____
Van # _____ VCode: _____

Participant Information

Payee Name: _____
Street: _____ Apt # _____
City: _____ State: _____ Zip: _____

Reimbursement Request

Number of Gallons: _____ Cost per Gallon: _____ Total: _____
Date of Receipt: _____
Current Odometer Reading: _____

Please indicate the reason why you were not able to use your UTA-issued fuel card.

Has the fuel card issue been resolved? Yes No

(If no, please contact the Rideshare Accountant for assistance in resolving the issue.)

I hereby certify that the attached fuel expense is complete and accurate. I also certify that the fuel purchased was solely for the use of my UTA vanpool and conforms to the terms and conditions of the Vanpool Agreement.

Signature _____
Date