UTA Vanpool Fuel Reimbursement Form

COMPLETE ALL FIELDS - REVISED 10.24.25 - 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 Voyager Acceptance 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***