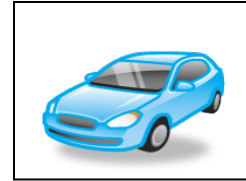


TRUMAN STATE UNIVERSITY
Department of Public Safety
REIMBURSEMENT FORM
for
State Fleet Vehicles



If an individual has to pay for gas or service to a State Fleet Vehicle rather than being able to use the assigned Voyager card, s/he should **mail the receipt(s) to PUBLIC SAFETY, along with the following information:**

NAME: _____

BANNER ID NUMBER: _____ **Campus Address:** _____

Department: _____ **Phone:** _____

Status: **Faculty** **Staff** **Student** **Other** _____

REIMBURSEMENT of EXPENSES INCURRED for:

Dates of Trip: _____

Destination: _____

LICENSE PLATE OF STATE VEHICLE: _____

Business Purpose of the trip: _____

FUEL EXPENSE \$ _____.

If **FUEL** was purchased, please indicate the quantity: _____ gallons

If other vehicle expenses (i.e.,oil change, tire repair, etc.) were incurred, please itemize:

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

TOTAL AMOUNT OF EXPENSES INCURRED: \$ _____.

Please send the receipts and this form completed to:
PUBLIC SAFETY, Fleet Vehicles
ATTN: *Joyce Cook*
785-4177 or joycecook@truman.edu