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: ___________________________ 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