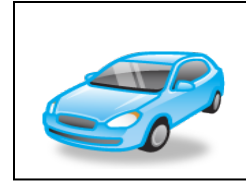


TRUMAN STATE UNIVERSITY  
Department of Public Safety  
REIMBURSEMENT FORM  
for  
State Fleet Vehicles



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, GS108**  
785-7400 or 4177 or vehicles@truman.edu

Please allow 10-14 business days for processing of the reimbursement form.