

Reimbursement for Purchase Of Rental Car Fuel

- Name of individual who purchased fuel:

- List University business conducted; (examples: recruiting, conference, travel to airport) and Date(s) business conducted.

- Location of fuel purchase:

City_____ State_____

City_____ State_____

City_____ State_____

City_____ State_____

- **Requirements:**

1. This form should be used when fuel is the only travel expense. When other travel expenses are being reimbursed, fuel should be added to the travel voucher, by incidental expense.

2. Approved Exempt Purchase Number

3. AP 500 form

4. Original receipt for fuel