

Fleet Card & Oil Purchase Report

Use this form to record any fuel expenses incurred using the Fleet Card as well as any other expenses, such as getting the oil changed at Valvoline. Complete the information as required in the fields below.

You may submit after completing the form by saving as a PDF, attaching it and a scan of the receipts to an email to info@everycommutecounts.org or fax it to 502-266-6032. Thank you.

The completed form with receipts must be in by the 5th of the month or any driver credit will be lost.

Vanpool Nan	ne: 	Month/Year:		
POC's Nar	ne:			
Date of	Van	Odometer	Description of	Amount
Expense	Assignment	Reading	Expense	
	К			
	K			
	К			
	К			
	К			
	К			
	К			
	К			
	К			
			TOTAL	
□ Leort	if the numbers	s listed ware mad	c for the month and year in	diested above
	•		e for the month and year in rmation provided to our va	
		Jime account into	illiation provided to our va	проот.
Driver Signature:			Data	
Signat		nically type your full name	Date:	n .
			tutes a legal signature conf	
acknowledge	and agree to the	e above Terms as	described in the Driver Vac	ation/Leave
orm.				



A copy of all receipts must accompany this report; please also make a copy for your records.