



# Fleet Card & Oil Purchase Report

Use this form to record any fuel expenses incurred using the Fleet Card as well as any expenses 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 missy.bennett@kipda.org or fax it to 502-266-6032. Thank you.

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

Vanpool Name: \_\_\_\_\_ Month/Year: \_\_\_\_\_

POC's Name: \_\_\_\_\_

Date of Expense	Van Assignment	Odometer Reading	Description of Expense	Amount
	K			
	K			
	K			
	K			
	K			
	K			
	K			
	K			
	K			
	K			
<b>TOTAL</b>				

I certify the purchases listed were made for the month and year indicated above using the Fleet card and Valvoline account information provided to our vanpool.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If completing electronically, type your full name on the line above. If faxing or mailing, sign.

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms as described in the Driver Vacation/Leave Form.

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

[www.EveryCommuteCounts.org](http://www.EveryCommuteCounts.org)



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