



REIMBURSEMENT FORM

Today's Date: _____

Customer Name: _____

Campus Telephone Number/Mail Code _____

Campus Address: _____

Virginia Tech ID: _____

Brief Description of Circumstance: _____

"I hereby certify that the expenses listed below were incurred by me and are necessary and appropriate expenditures of the University. By my signature, I acknowledge that the goods purchased become the property of Virginia Tech."

Signature: _____

OFFICIAL USE BY FLEET SERVICES

Reservation # _____

Vehicle # _____

License # _____

Odometer _____

Dollar amount _____

**Reservation Charged and Mark
Comments "Reimbursement"
Operations (Fuel) Posted**

Date _____

Initials _____

