



Adrian College

REQUEST FOR FLEET FUEL CARD

Cards must be picked up in person from the appropriate area.

College Owned & Leased Vehicles:

1. Fleet fuel cards will be available with the reservation of a College owned vehicle or pre-approved leased vehicles **only**.
 - a. For College owned vehicles, the fuel card will be made available to you when you present this pre-approved form to **Christine Haire, Plant Department**.
 - b. For leased or rental vehicles, the fuel card will be made available to you when you present this pre-approved form to **Roxanne Runyan, Business Office**.
 - c. Admissions (**Frank Hribar**) and Athletics (**Darci Karapas**) will manage the program for their departments.
2. The Fleet fuel card and gas receipt/s must be attached to Fleet Fuel Form and turned in at completion of each trip.
3. A trip report must include destination, contact and supporting mileage verification (e.g. GoogleMaps).

Personal Vehicle for College Use:

1. Personal vehicles used for College business **will be reimbursed at a rate of \$0.45/mile**. The travel starting point should be 110 S. Madison.
2. You may not use a College credit card to purchase fuel for a vehicle that is not owned, leased or rented by Adrian College for business related travel.

Employee Name: _____ Dates Needed: _____

Purpose of Travel: _____ Vehicle: _____

Budget Distribution Detail				
Fund	Account	Department	Project ID	Amount

Approvals:

Department Approval & Date: _____

VP Approval & Date: _____