



UTA Vanpool Miscellaneous Vehicle Supply Reimbursement Form

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UTA will reimburse a vanpool participant who has incurred a personal expense due to purchasing vehicles maintenance supplies for their van. Examples include windshield wipers, ice scrappers, additional keys (as allowed) or replacement lights. Participants should make all efforts to first procure such supplies from their Vanpool Maintenance Support Specialist or from an approved UTA maintenance vendor. To be eligible for reimbursement, participants must complete this form and submit to their Vanpool Maintenance Specialist along with a copy of their receipt. All reimbursements over \$50.00 require advanced UTA approval. Reimbursements will be mailed to the participant at the address provided on this form.

Vanpool Information

Vanpool Point of Contact Name _____

Van # _____

VCode _____

Participant Reimbursement

Payee Name _____

Address _____ *Address* _____ *City* _____ *State* _____ *Zip* _____

Vehicle Maintenance Supply Purchased _____

Cost _____

Date of Receipt _____

I hereby certify that the attached maintenance supply expense is complete and accurate. I also certify that the maintenance supplies purchased was solely for the use of my UTA vanpool and conforms to the terms and conditions of the Vanpool Agreement.

Signature

Date