

Fleet Gas Card

- Issued by Wright Express
- Can be used for fuel in rental car and university vehicles **only**
- Cannot be used for fuel in personal vehicle
- University does not pay Federal Excise Tax when card is used which is a cost savings to the department and to the University

Requirements for using the fleet gas card:

- Card acceptance is subject to independent station owner/operator participation
- See paper insert with card for fuel merchants' names
- Driver inserts card into pump reader (or attendant swipes card in the store)
- Driver inputs odometer reading from vehicle - do not include tenths of miles in your odometer readings
- Driver inputs PIN # (*Pin # is located on the back of the plastic case the card is stored in*)
- Obtain an original receipt listing the gas station name, address, amount of fuel purchased, price per gallon of gas, and total amount of fuel purchased. *If the pump does not issue a paper receipt, go inside the station to obtain a copy of the receipt from the clerk. It is the responsibility of the user of the card to obtain and provide copies of the fuel receipts to the Controller's office.*

How to request/check out a fleet gas card:

- Go to the UWF Service Desk/Gas Card Request/Submit Jira Ticket to submit your request at least 48-72 hours prior to the first day of travel
https://jira.uwf.edu/servicedesk/customer/portal/114/create/1301?q=gas%20card&q_time=1627062502472
- Once your Gas Card request has been approved, come to the Travel Office to pick up Gas Card no earlier than one business day prior to the first day of travel
- Save your gas receipt(s)
- When travel has ended, attach receipt(s) to the Wright Express Gas Card Receipt form. The form is found on the Controller's Office Travel website under Forms.
- Attach the completed Wright Express Gas Card Receipt form to the Gas Card Request JIRA ticket.

- Return the Gas Card to the Travel Office.
- Save a copy of receipt(s) to be included on your Concur Expense Report.

NOTE: For the Departments who have gas cards assigned to them for use with UWF vehicles, attach the gas receipt(s) to the completed Wright Express Gas Receipt form and email to Travel@uwf.edu. Save a copy of the receipt(s) to be included on your Concur Expense Report if there was travel involved or if a rental car was used.