



UTA Vanpool Miscellaneous Vehicle Supply Reimbursement Form

COMPLETE ALL FIELDS - REVISED 2.27.24 - PG 1/1

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

Vanpool Information

Vanpool Point of Contact Name: _____

Van # _____ VCode: _____

Participant Information

Payee Name: _____

Street: _____ Apt # _____

City: _____ State: _____ Zip: _____

Reimbursement Request

Vehicle Maintenance Supply/Supplies Purchased: _____

Cost: _____

Date of Receipt: _____

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

Signature

Date