Fleet Car Receipts

Instructions for submitting Fleet Card Receipts to the Business Office

1. When using a Clarke University Fleet Card, please keep all gasoline receipts.
2. Upon return from travel, submit **all ORIGINAL receipts** to Vivian Bannon in the Business Office. Receipts are to be attached to an 8 ½ x 11” paper.
3. **Include your department account number plus TWO approval signatures** (your signature plus your supervisor’s signature) with the ORIGINAL receipts.
4. All documentation should be submitted to the Business Office within 2 weeks of travel.
5. If you have questions, please contact Vivian Bannon at (563)588-8198.