

OHIO UNIVERSITY LANCASTER

Date: _____

I am requesting reimbursement for using my personal automobile on official university business described on the attached form.

I was not able to use the OUL-leased automobile for the following reason (s):

The car was reserved by someone else: ____

Other (please explain):

Signature: _____

It is our policy not to reimburse for travel when the university car can conveniently be used. You may reserve the university car through Carolyn Bateson and discuss individual circumstances concerning reimbursement with Gwen Whitehead.

**ATTACH THIS FORM TO YOUR REIMBURSEMENT REQUEST FOR
AUTOMOBILE TRAVEL.**