



## GAS RECEIPT REIMBURSEMENT REQUEST

Your name:	
Your member number:	
Date of trip:	
Reservation number:	

### Residential Drivers: How would you like this to be credited to you?

- Credit to my PhillyCarShare account (fastest)  
 Refund to my credit card on file (up to 7 days)

### Business Drivers: How would you like this to be credited to you?

- Credit to my company's PhillyCarShare account

OR

I have a residential membership (Residential ID# \_\_\_\_\_), please

- Credit to my PhillyCarShare account  
 Refund to my credit card on file (up to 7 days)

OR

- I do not have a residential membership, please mail me a check to the address below:

\_\_\_\_\_

\*Please note that checks may take up to 2 weeks to process.

Save a tree! Please submit reimbursement requests via:		Or...
<b>E-MAIL</b> this form with scanned receipt to:  <b>fuel@phillycarshare.org</b>	<b>FAX</b> this form with your receipt to:  <b>215-495-1076</b>  *No need for a cover sheet!	<b>MAIL</b> this form with your receipt to:  <b>PhillyCarShare</b> , Gas Receipts 1226 Chestnut Street Philadelphia, PA 19107  *Save a copy for your records!

<b>DON'T WAIT TO SUBMIT YOUR RECEIPT!</b>  In order to be reimbursed for your purchase, submit your receipt within thirty days of your trip. We reserve the right to deny reimbursement if your receipt is older than thirty days.	<b>HOW MUCH GAS DID YOU GET?</b>  We require that the number of gallons of gas purchased be printed on your receipt. If you pre-pay for gas, you must obtain a receipt after fueling that shows the amount of gallons purchased as well as the final amount paid.
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