

Wex Fuel Card Procedure Updated 9.20.24

In order for the Office Specialist to reconcile your Wex Fuel Card transactions, please follow the procedures below:

- All receipts must be submitted electronically effective October 1, 2024
 - All Emails must be submitted in this format:
 - Subject Line: Fuel, exact amount
 - The receipt should be attached (this receipt must be easy to read)
 - A coding sticker must be fixed directly to the receipt, or a piece of paper that both the receipt and sticker are attached to. On the coding sticker you will need to put the budget number and the vehicle license plate number.
Disregard the Over \$1000 approval, No Packing List approval, and Date Picked up or Received on the coding sticker.

Emails that are not received in the correct format will be returned to be fixed. If the coding sticker is not included with the receipt, it will be returned for correction. Submissions must be this way so the Office Specialist has the correct information to send to Pullman.

If receipts are missing, you will be required to fill out a Lost Receipt affidavit.

This process is only for Wex fuel cards, if you use the fuel key at the gas pump here at the station, this process wouldn't apply.

You can loan your Wex Fuel Card to another person at the center, but you will be responsible for getting the receipt coded and sent to the Office Specialist. Check with your supervisor before loaning your card out.

As of October 2024: Your Wex card can be used for emergency services (towing, flat tire repair). Please see the Office Specialist. if you have any questions regarding emergency services.

Please keep track of the fueling on State or Federal Vehicles. Most programs have different service center budgets for Federal and State Vehicles. These cards now can be used on either vehicles, but you need to make sure you are putting the correct budget number on for that vehicle (if using the Service Center Budgets)

You will receive two prompts when using your card: Driver ID or Vehicle Identifier and Odometer Reading

- Your Driver ID/Vehicle Identifier is what was your programs old Pin number. For example if your previous pin was 8800 it is now 008800 to make it 6 digits. If you are unsure what your program's pin number is, please see the Office Specialist.
- Odometer Reading – Must be a current odometer reading of the vehicle you are driving.

TFREC has a generic fuel card that can be borrowed if needed. Please see the Office Specialist if you need to borrow a fuel card.