

Gasoline should not be put on the PCard or THE-Card unless an absolute emergency.



If using a personal vehicle for travel, mileage should be claimed which includes cost of gas for the trip.

If a car is rented or a UA vehicle is used, a WEX card should be used.

WEX is a tax-free gas card used at a pump like any other credit card.

Many departments have WEX cards, if you need a WEX card for frequent travel, please contact us in Purchasing to have one issued.

It is possible to borrow a WEX card from the Purchasing Department, however, we prefer at least one WEX card is available for each department for use as needed.

There is no reconciliation of the WEX card, please take note of the cost of gas on your travels. The university is billed monthly for all the WEX transactions, and the bill is paid by general university funds.

Because you provide your Cost Center for use with the WEX Card, you will see that charge, now discounted from the initial purchase price by removing taxes paid at the pump, in your budget reports.