

Do's & Don'ts for WEX Card

Do's

- Use for Fuel only when in a *Rental Car*
- Send a request form to Travel Services to request a WEX Card
- Sign out the WEX Card
- Keep all original fuel receipts
 - Receipts needs to have date, town, and price per gallon
- Turn in original receipts to the Travel Office upon returning
- If WEX Card is lost or stolen, contact Travel Services immediately

Don'ts

- Do not use for anything other than fuel
 - × Meals
 - × Hotels
 - × Ubers
- Do not use on personal vehicle
- Do not lose fuel receipts
- Do not lend out your WEX Card