



WEX JUSTIFICATION REPORT

Justification Reports will be emailed to the employee's Department Fleet Coordinator notifying each time the criteria were not met by one or more of its drivers. The following are criteria information for the required justification reports.

Employee Name _____

Purchase Alert Policy Date to Department _____

Location of the Fueling Stations _____

Fuel Amount _____ Fuel Purchase Date _____

Address of County Owned Fuel Site _____

Mileage Distance _____

Justification for fuel purchase _____

Department Signature _____ Date _____

DREAM Fleet Administrator Signature _____ Date _____

