

Fueling Up Faculty Vehicles

1. Fueling Up on Campus (7:30am-4:30pm)

1. The campus fuel pump is located in front of the University Services Building.



Fig. 1. Map showing location of H.R. MacMillan and the campus fuel station.

2. Pull up alongside the fueling station (Fig 1).
3. Record the vehicle mileage, turn off the vehicle, open the fuel cover, and unscrew the cap.
4. Make sure the pump switch is turned off (flipped down) and use the scanner (Fig. 2) to scan the RFID chip (Fig. 3) inside the gas cap (should hear a beep)
5. Enter the **mileage** onto the pinpad (Fig. 4) and press enter (this may take several attempts) and enter the driver code **9999** and press enter. Should read “authorized”.
6. Flip the pump to on (flipped up), insert the gas nozzle into the vehicle, and begin fueling up.
7. When you hear a click, return the nozzle to the pump, and switch it off.
8. Screw on the cap and close the fuel cover



Fig. 2. Fuel pump in on position, scanner (right red cable), nozzle (black left).



Fig. 3. RFID Chip.



Fig. 4. Pinpad.

2. Fueling Up off Campus (anytime)

1. Pull up alongside the fueling station with fuel cap on the same side as the pump.
2. Turn off the vehicle, open the fuel cover, and unscrew the cap.
3. Use your payment method to select gas for the vehicle.
4. Insert the nozzle and fuel up until you hear a click.
5. Return the nozzle and print out your receipt.
6. If the fuel amount is less than \$50, ask Daphne Wang for cash reimbursement and submit your receipt to her. If it is greater than \$50, save your receipt and submit your expense claim on workday.
7. For assistance with workday submission visit: https://ubc.service-now.com/selfservice?id=kb_article&sys_id=c41865b41be2b4900dbaec21b24bcb94&table=kb_knowledge,
8. Use the following program, cost center, and worktag information:

The image shows a screenshot of a Workday expense claim form. The fields are as follows:

- Date**: 2021-08-12 (with a calendar icon)
- Expense Item**: Travel Vehicle Rental and Fuel
- Total Amount**: 82.63
- Currency**: CAD
- Memo**: (empty)
- Program**: PM009555 LFS Faculty Vehicles | Faculty of Land and Food Systems
- Grant**: (empty)
- Project**: (empty)
- Gift**: (empty)
- *Cost Center**: CC00273 Office of the Dean | Faculty of Land and Food Systems
- *Additional Worktags**:
 - Function: FN000 Instruction
 - Fund: FD000 General Purpose Operating