

Mansfield Oil Voyager Fuel Card Quick Reference Guide

This card program is managed in a manner consistent with all applicable State and University policies and procedures related to the use of charge card programs.

Fuel cards may be assigned to individuals or to department representatives.

Cards may be used to fuel fleet and rental vehicles.

Cards are **NOT** to be used to fuel personal vehicles under any circumstances. Personal mileage reimbursement, where approved, is the appropriate means for this action. All travel related charges must be in compliance with the University Travel Policy and Procedures.

Purchases on the card should only be for **regular unleaded gasoline and oil** (if needed). No other purchases are allowed. This includes food or beverages, parts and labor, towing, roadside assistance, mechanical repairs, other goods and services.

Anyone using the fuel card must sign a cardholder agreement. Copies of cardholder agreements should be sent to Accounting Support Services (Box 6906).

Receipts must be obtained when fueling. Receipts must be retained in the department according to record retention guidelines.

Transactions should be recorded immediately on a Fuel Card Log and Payment Form and submitted to Accounting Services twice per month (Box 6906).

The Fuel Card Log and Payment Form is used to approve fuel charge transactions and authorize payment to Mansfield Oil.

Inappropriate use of the card is considered theft of state property and may result in either revocation of privileges or other disciplinary actions, up to and including termination of employment.

The Fuel Card Account Custodian must be contacted in advance to remove card restrictions when traveling outside of VA, NC, SC, GA, TN, KY, WV, IN, MD, DC and NJ

If the card is lost or stolen, immediately notify Mansfield Oil Customer Service at 800-987-6591. Also notify the Fuel Card Account Custodian immediately.

For questions or concerns contact:

Kim McKinney (540) 831-7613
Fuel Card Account Custodian

For help at the pump contact Voyager assistance by calling: 800-987-6591