

**State Fuel Card Reconciliation Guide**  
*Texas A&M AgriLife Research*  
*November 2018*

**Purpose**

The purpose of this guide is intended to set out the steps involved when paying the Voyager Fleet Systems invoice that is processed monthly.

**State Fuel Card Program**

AgriLife Research departments and centers utilize the State of Texas Fuel Card Program, administered by the Texas Comptroller of Public Accounts. The Voyager Card is the method of payment for fueling official AgriLife Research vehicles. It is the property of Voyager Fleet Systems, Inc.

The Voyager Card can also be utilized to pay for maintenance items, such as oil changes, tires, car washes, as long as the vendor accepts the Voyager Card for payment.

**Fuel Card Assignment**

AgriLife Research has assigned the responsibility for administering the fuel card program to its departments and centers. Due to the nature of their vehicle needs and research, fuel cards may be assigned to each vehicle or to an employee.

It is the recommendation of AgriLife Property and Fleet Management that a fuel card be assigned to each vehicle.

**Monthly Reconciliation of Voyager Fuel Cards**

It is the responsibility of each Research department and center to reconcile and process their monthly Voyager invoice for payment.

The monthly Voyager invoice comes by mail within the first week of the month or it can be emailed to you.

- The invoice cuts off on the 24<sup>th</sup> of every month, however, the mileage logs include miles for the entire month. If there was a fuel charge, for example, on the 26<sup>th</sup>, it will hit on the next month's Billing Statement.
- Voyager is not always consistent about sending the invoices in a timely manner. You can print the invoice by logging in to Fleet Commander (if you do not have access please contact the Property and Fleet Management Office and have them work to get you added). Then go to the Billing tab at the top, select View Statements, select the Closing Period you need, View, then print that view to get the invoice and then click on New Purchases to get the breakdown for each vehicle.
- The first page is the Account Summary Report. The next pages are the Tax Exemption Report and Invoice Report, which lists all new purchases.
- Since AgriLife Research is Tax Exempt, subtract the taxes from the purchases and that is the invoice balance that will be paid.
- In order to double check the amount to be paid, subtract the taxes from the transaction amount for each vehicle or Card Number, and total the amounts to make sure it matches.
- Make sure that you have a receipt for each transaction, including any maintenance. If there is a receipt that is missing and the vehicle operator (driver) claims that it is lost, have them document in writing (email) this occurrence and provide it as backup documentation.
- Once you have all of your receipts and backup documentation ready to be paid, you can pay the invoice as a Non-PO Based Invoice in AggieBuy by following these procedures: <https://aggiebuy.tamu.edu/media/1290373/non-po-based-invoice.pdf>



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