

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

STATE OF NEBRASKA FLEET CREDIT CARD MANUAL

**Nebraska Department of Transportation
Operations Division**

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GENERAL DEFINITIONS

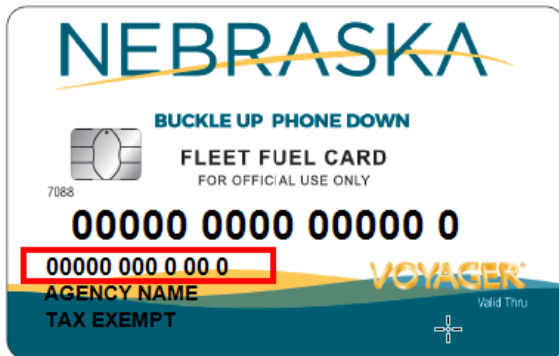
The Nebraska Department of Transportation (NDOT) is responsible for the administration of the Nebraska State Fleet Credit Card System per Neb. Rev. Stat. § 60-3101, and the State Fuel System.

VOYAGER CARD

As part of the Nebraska State Fleet Credit Card System a card is issued by USBank Voyager and allows users to procure fuel and vehicle services nationwide, as well as allowing users to fuel at Nebraska State stations. The issued card will be referenced through this document as the Voyager Card.

State Voyager card includes three rows of printing at the lower left of the card.

- The first line, noted in red, is the State card number.
- The second line is the agency/department name.
- The third line generally states TAX EXEMPT or SHOP CARD.



SHOP CARD

A Shop Card is assigned to a location or employee for the use of refueling portable tanks (over 10 gallons) and small equipment (tanks

less than 10 gallons), and for temporary use when a vehicle card is lost/damaged until the card can be replaced. State employees using a Shop Card are responsible for maintaining a record of what the fuel was used for.

NEBRASKA STATE FUEL SYSTEM

The Nebraska State Fuel System includes state-owned facilities that provide fuel for the use of all State of Nebraska agencies.

Fuel is dispensed and monitored at stations using the Voyager card at station credit card readers. Agency fuel usage is rebilled via Inter-Agency Billing Transfers (IBTs) on a monthly basis.

FLEET MANAGER

Fleet Manager refers to agency employee(s) responsible for managing fleet vehicles owned or leased by the agency.

CREDIT CARD COORDINATOR

Credit Card Coordinator refers to the agency employee(s) responsible for ordering and maintaining agency records for the fleet fuel credit card system.

RECORD KEEPER

Record Keeper refers to the agency employee(s) responsible for maintaining fueling receipts according to each agency record retention schedule.

VEHICLE OPERATOR

A Vehicle Operator is any State Employee who operates a state-owned vehicle. Rules for vehicle operators also apply to employees who use a Shop Card to fill equipment.

The vehicle operator is responsible for:

- Using a vehicle Voyager card only for the vehicle it is assigned to.

- Correctly entering required information at the time of fueling, including actual odometer/hour meter readings.
- Obtaining a paper receipt when using a commercial station and providing the receipt to their agency-designated record keeper.
- Notifying agency Fleet Manager or Credit Card Coordinator when a card does not work.
- Notifying agency Fleet Manager or Credit Card Coordinator when the physical fuel card is damaged, lost, or stolen, so a replacement can be ordered

ACCEPTABLE USE

The Voyager card can be used to procure commodities and services for the state vehicle the card is assigned to, including:

- fuel and other vehicle fluids
- oil changes and vehicle repairs
- tires
- car washes

Purchases of goods or services not related to the operation or maintenance of the assigned vehicle are prohibited. Any employee using a Voyager card for food or other non-vehicle products or services will be contacted for agency reimbursement.

CARD STORAGE

The Voyager Card will remain with the vehicle to which it has been assigned, at all times.

Shop Cards assigned to a location (such as a yard) should be kept in a secure location.

FUEL USAGE - E85

All State employees utilizing the State's fleet of vehicles shall use E85 and 2 percent blends of biodiesel (B2) fuel when operating flexible-fuel vehicles and diesel-powered vehicles, whenever practical, per Appendix F, Nebraska Executive Order 05-03. The E85 identifier will be on the fuel cap or on the fuel door of the vehicle.

PLEASE NOTE: If incorrect fuel is pumped into a state vehicle, do not drive vehicle. Immediately contact the agency Fleet Manager or Credit Card Coordinator for instructions.

PURCHASES FROM STATE-OWNED FACILITIES

Whenever practical, fuel shall be procured from state-owned facilities. A map of stations can be found online at https://gisgtx1.ne.gov/NDOT/index.html?viewer=Fuel_Stations_Application.FuelStationsViewer

During state business hours, all fuel in Lincoln or the immediate vicinity shall be procured from State-owned facilities. Exceptions to this rule are when NDOT fuel services are out of service, or when severe weather makes fueling at State – owned facilities impractical.

If the fuel controller in a NDOT facility is not operational, non-NDOT staff shall utilize commercial facilities instead. NDOT employees shall record fuel dispensed as per NDOT Fuel Management Manual.

PURCHASES FROM COMMERCIAL FACILITIES

The Voyager card is honored by commercial fuel stations nationwide. Stations that accept this card will have the Voyager logo on the pump along with the other forms of acceptable payment.

A list of vendors accepting the Voyager card may be found at <https://www.fleetcommanderonline.com/app/public/merchantLocator.do>.

PAY-AT-THE-PUMP:

The preferred method of using the Voyager card is Pay-at-the-pump. The card is inserted into the card reader at the pump prior to fueling. Car Washes should not be charged when paying at the pump, to avoid tax being charged on the car wash.

Should the Voyager card not work at the pump, follow the steps below, and retain the fuel receipt.

1. Ask the vendor to enter the Voyager card number.
2. Call Voyager Fleet Assistance – 1-800-987-6591.

This number is printed on the reverse side of the Voyager card.

Should the vendor have any questions or the above mentioned steps do not resolve the situation, please contact Agency Fleet Manager or Credit Card Coordinator.

FUEL RECEIPTS

When fuel is procured from a commercial station, it is the responsibility of the employee to obtain a printed receipt.

Fuel purchase receipts are to be retained by the agency for a period of one year, as required per retention schedules.

If a readable printed receipt is not available, the employee is responsible for contacting agency Fleet Manager or Credit Card Coordinator with the following information:

- Vendor Name
- Date/Time
- State Card #
- Odometer/hourmeter
- Gallons
- Total price

In the event that an employee is unable to use the Voyager card for fueling, and utilizes personal funds, the employee's supervisor should send the information listed above to the agency Fleet Manager or Credit Card Coordinator, and follow agency requirements for expense reimbursement.

OUT-OF-STATE TRAVEL

Voyager Fleet Card Services use Fraud Protection tools that decline transactions in states that have not been approved for use.

Any travel outside of Nebraska where fuel will be purchased from another state needs to be relayed ahead of time to agency Fleet Manager or Credit Card Coordinator with the dates and states of travel. The Fleet Manager or Credit Card Coordinator will request that travel restrictions be lifted for appropriate states.

States that border Nebraska, including Iowa, Missouri, Kansas, South Dakota, Colorado, and Wyoming are always open for Nebraska Voyager purchases.

CARD BLOCKS

At commercial stations, the Voyager card will be blocked after THREE incorrect attempts of the Pin number, even if the correct number is used after the three incorrect attempts.

The employee should call the 800 number on the back of the Voyager card to unblock the card. The driver will be asked questions to confirm that they are an authorized user.

Employees shall notify Fleet Manager or Credit Card Coordinator that the card was blocked.

LOST, MISPLACED, DAMAGED CARDS, OR EQUIPMENT FAILURES

In the event a Voyager card is lost, misplaced, or damaged, the individual responsible for the card shall immediately notify the agency Fleet Manager or Credit Card Coordinator.

Only one active Voyager card is assigned to each vehicle or unit of equipment. When a card is in the process of being replaced, a Shop Card may be used until the replacement arrives.

The agency Fleet Manager or Credit Card Coordinator should be notified of any fueling with the following information included in the notice:

- Vendor Name/location
- Date/Time
- State Card #
- Vehicle Number
- Odometer/hourmeter
- Gallons