

UH Fleet Card Guidelines

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About the Fleet Card

Fleet cards can be assigned to:

- University owned or leased vehicles; or
- Fleet drivers who drive university owned or leased vehicles.

Fleet cards cannot be used to purchase fuel or services for personal vehicles or rental cars, even if they are used for university business purposes.

If employees use their personal vehicle for university business purposes, they should request mileage reimbursement.

If employees use rental cars for university business purposes, rental car fuel charges are considered a travel expense and fuel should be paid directly via travel cards or reimbursed.

The U.S. Bank Fleet Card

The Texas Comptroller's Office awarded a contract for the fleet card program to the U.S. Bank Fleet. The U.S. Bank Fleet Cards will allow fleet drivers to purchase fuel and services from merchants who are in the Voyager network.

U.S. Bank Fleet Cards are accepted at more than 230,000 major and regional fuel and maintenance locations in the U.S. and Puerto Rico, all major oil company stations, and most independent fuel retailers nationwide. See the Voyager Acceptance Locator at <https://www.fleetcommanderonline.com/app/public/merchantLocator.do> for a list of retailers that accept the U.S. Bank Fleet Card.

Driver Requirements

Fleet drivers who operate university owned or leased vehicles must comply with the requirements of MAPP 06.05.03, Motor Vehicle Record Evaluation. The College/Division Administrator is responsible for verifying that drivers meet the requirements per MAPP.

Card Types

Vehicle Card

- Issued to a vehicle.
- Vehicle Fleet Card Application and Vehicle Fleet Card – Driver Enrollment Form must be submitted to Accounts Payable via DocuSign.
- Only registered drivers can use the vehicle card.
- Requires odometer reading for each purchase.
- Requires Driver ID for each purchase.

Driver Card

- Issued to a specific employee.
- Driver Fleet Card Application and Driver Fleet Card – Vehicle Information Form must be submitted to Accounts Payable via DocuSign.
- Only the employee can use his/her driver card.
- Requires odometer reading for each purchase.
- Requires Vehicle ID for each purchase.

Additional Control Features (optional)

The College/Division Administrators can add or modify the following restrictions on fleet cards in their area:

- Dollar limit per billing cycle (\$1,000/billing cycle default)
- Number of transactions per day (3 transactions/day default)
- Dollar limit per day (optional)
- Purchase Day Restriction (e.g., no purchase on weekends, etc.)
- Purchase Time Restriction (e.g., no purchase after 5:00 PM, etc.)

Roadside Emergency Assistance

Fleet drivers are eligible for on-demand roadside assistance provided by the National Automobile Club. The 24-hour service includes towing, tire change, fuel delivery, battery service, lockout service, and mechanical first aid. A fee is charged for each of these services.

Toll-free 24 hours/7days service 800-934-6521

Customer Service Representatives

Toll-free 24 hours/7days service 800-987-6590

- Card cancellation
- Lost/Stolen Cards

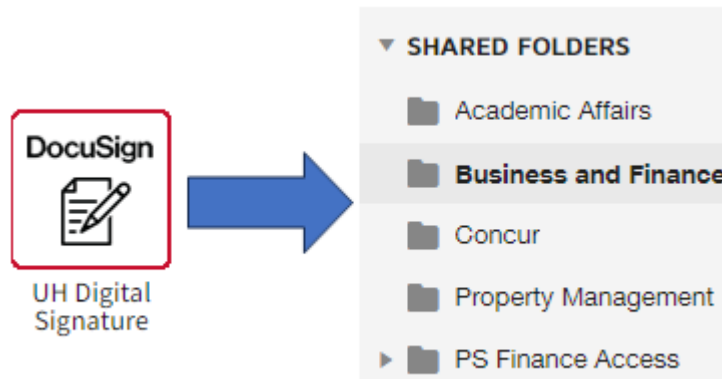
How to obtain the U.S. Bank Fleet Card

Effective on September 1, 2023. All departments will use the DocuSign Application Templates to send a request for Vehicle Cards, Driver Cards, Driver Enrollment Forms, and Vehicle Enrollment Forms.

1. Vehicle Fleet Card Application
2. Driver Fleet Card Application
3. Driver Enrollment Form – to obtain Driver ID from AP
4. Vehicle Enrollment Form

The Account payable department will receive the request only when it is ready for AP to review and process the application. AP will notify to department when the card is ready to pick up.

DocuSign can be accessed via UH access.



Vehicle Fleet Card Application

Eligible for matching

Driver Fleet Card Application

Eligible for matching

Driver Fleet Card - Vehicle Enrollment Form

Eligible for matching

Vehicle Fleet Card - Driver Enrollment Form version

Eligible for matching

Vehicle Card

To obtain a vehicle card, you will need to complete and submit the following application and form to Accounts Payable via DocuSign template:

Vehicle Fleet Card Application – Information about the vehicle for which a card will be issued.

Vehicle Fleet Card-Driver Enrollment Form - Information about driver(s) who will be authorized to drive the vehicle. This form is required to obtain a Driver ID.

Driver Card

To obtain a driver card, you will need to complete and submit the following application and form to Accounts Payable:

Driver Fleet Card Application – Information about the driver to whom a card will be issued.

Driver Fleet Card-Vehicle Enrollment Form – Information about vehicle(s) which the driver will be operating.

The above applications/forms can be viewed on the finance forms website but must be processed via the available DocuSign templates: <https://uh.edu/office-of-finance/forms/>

Fleet Management Online System and Payment Information

The College/Division Administrator and/or authorized department business contacts will have access to the fleet management online system “Voyager”. The system currently does not accommodate cost center fields. The users are given “view only” access to generate the transaction detail report for each billing cycle. The Fleet Card Billing Cycle is set to end on the 24th of every month.

Within 10 business days from the end of each billing cycle, the authorized department business contacts must generate the transaction detail report via Voyager, create voucher(s) payable to U.S. Bank, upload the transaction detail report and receipts submitted by drivers, and submit the voucher(s) to Accounts Payable.

Fleet Driver Responsibilities

- A. Safeguarding of the Fleet Card
 - 1. The fleet driver is responsible for safeguarding the fleet card, the fleet card account number, vehicle IDs and his/her driver ID. (Vehicle IDs and driver IDs are issued by Accounts Payable by processing the Driver Enrollment Form.)
 - 2. The driver must not allow anyone else to use his/her driver ID.
 - 3. Driver fleet cards are assigned to specified drivers and must not be shared.

- B. Making a Purchase with the Fleet Card
 - 1. All fleet card purchases must directly benefit the university and be in compliance with university, state, and federal rules and regulations.
 - 2. All fleet card purchases must be for university owned or leased vehicles.
 - 3. Vendors that accept fleet cards are listed on the provider’s website:
<https://www.fleetcommanderonline.com/app/public/merchantLocator.do>

- C. Supporting Documentation
 - 1. The driver is responsible for obtaining an itemized receipt for each purchase and submitting it to the department business office.

- D. Lost/Stolen Cards
 - 1. If a fleet card is lost, stolen, or damaged, the driver must notify the fleet card provider immediately at 1-800-987-6590. Representatives are available 24 hours a day to provide assistance.
 - 2. The driver must also notify the Fleet Card Program Coordinator of the lost/stolen/damaged card within 24 hours.
 - 3. If a fleet card is found after it has been reported lost or stolen, the found card must be destroyed (shredded) and discarded. The same procedure applies if a card is damaged.

E. Cancellation of Cards

If a card is not lost or stolen, but needs to be cancelled for some other reason, the business office must notify the College/Division Administrator and the Fleet Card Program Coordinator. The fleet card must be shredded and discarded.

College/Division Administrator Responsibilities

The College/Division Administrator is ultimately responsible for overseeing the use of fleet cards within their college/division. Their responsibilities include:

- Approve fleet card applications.
- Approve drivers and ensure that they are authorized to drive vehicles for the university business purposes per MAPP.
- Ensure that fleet cards issued to the vehicles/drivers within the college/division are securely maintained.
- Review and approve fleet card charges/transactions.
- Report any disputes to the Fleet Card Program Coordinator.
- Ensure that each transaction is supported by an appropriate supporting document.
- Ensure that the department business office creates vouchers and processes payments to the fleet card provider in a timely manner.
- Notify the Fleet Card Program Coordinator of any irregular transactions immediately.
- Report suspected fraudulent activities in accordance with SAM 01.C.04, Reporting/Investigating Fraudulent Acts.

AP Contacts for Fleet Cards

Danny Nguyen
Accounts Payable Analyst II
713-743-6677
ddnguy42@central.uh.edu

Diana Iraheta
Accounts Payable Manager
713-743-5660
diraheta@central.uh.edu

Cecelia Rodriguez
Director of Accounts Payable
713-743-2365
caceves@central.uh.edu