

DAS Office of Fleet Management - Lease Program
VOYAGER RECONCILIATION COVER SHEET

Equipment ID	
Date	
To	DASFleet@das.ohio.gov
From	
Subject	Monthly Vehicle Report Documents
Department	
Office	
Check if either or both of these have been added to your report	
<input type="checkbox"/> NON-VOYAGER TRANSACTIONS INCLUDED	
<input type="checkbox"/> MAINTENANCE INVOICES ENCLOSED	
Beginning Mileage	
Ending Mileage	
Prepared By	
Phone Number	
Reporting Month	
Signature of Preparer	

How to Submit Voyager Reconciliation Documents:

1. Complete Voyager Reconciliation Cover Sheet.
2. Copy all fuel receipts onto as few sheets as possible.
3. Scan Voyager Reconciliation Cover Sheet, Non-Voyager Transaction Log, copies of fuel and maintenance receipts and Voyager Vehicle Report.
4. The documents should be scanned into a single PDF document for each vehicle. The PDFs should be named with the vehicle license plate number, year and month (ex. 32-112 2010 07).
5. E-mail file to DASFleet@das.ohio.gov.

For assistance please contact the DAS Fleet Manager at 1-800-686-1521