

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

Equipment ID	
Date	
To DASFleet@das.state.oh.us	
From – Driver or Coordinator Name	
Subject - Monthly Vehicle Report Documents (Month Year)	
Department – Agency Name	
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	Date

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 only (ex. 32-112 2010 07).
5. E-mail file to DASFleet@das.state.oh.us.

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