

VOYAGER CARD PROCEDURES

DRIVER RESPONSIBILITIES

- All transactions must be completed electronically at the pump or register.
- All non-fuel transactions must also be tax exempt (Fed. I.D. #31-1334820)
- Examples of non-fuel items: oil, washer fluid, wiper blades and car washes.
- Only E-85 (check owner's manual to ensure that E-85 is compatible with your vehicle) or REGULAR UNLEADED grade gasoline is to be purchased without approval.
- All vehicle maintenance should be paid for with the Voyager card. See DAS maintenance policy for information concerning vehicle maintenance.
- Any *emergency* service must be accompanied by a written explanation.
- All fuel purchases must be self serve unless authorized by the Director of DAS.
- All transactions must be verified by the driver before receipts are signed.
- All receipts must be turned in to the DAS Fleet Manager.
- All manual transactions should be avoided. If you have problems with electronic transactions, you must have the cashier call (1-800-987-6591) for charge authorization.

HOW TO USE THE VOYAGER CARD

1. Insert the card in the card reader at the pump and wait until prompted to remove. (If the reader doesn't work you may fuel and then have the cashier process your purchase at the register)
2. When prompted, enter the pin or I.D. # and press the "ENTER" button.
3. When prompted, enter the odometer reading (NO TENTHS) and press the "ENTER" button.
4. When prompted for receipt, press the "YES" button.
5. When done fueling, hang the hose up and take the receipt. (If the printer doesn't work, see the cashier for the receipt.)