

Voyager Reconciliation Document Submission Instructions

E-mail

TO: DASFleet@das.state.oh.us

SUBJECT LINE: (Agency Acronym) 'Voyager Reconciliation' Month YYYY

Ex. DAS Voyager Reconciliation July 2010

Message Line:

Vehicles attached

Ex. 32-145 2010 07
32-163 2010 07
32-283 2010 07
32-369 2010 07

Body of email:

Attached are DAS July Monthly Vehicle Logs.

Attachments

Cover Sheet	} Single PDF
Non-Voyager Transaction Vehicle Report	
Voyager Transaction Report	
Invoices	

The documents listed above 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). Attach the PDF files to an e-mail and send to the

DASFleet@das.state.oh.us.