

Voyager Reconciliation Document Submission Instructions - Disputes

E-mail

TO: DASFleet@das.state.oh.us

SUBJECT LINE: (Agency Acronym) 'Voyager Reconciliation' Month YYYY – ***DISPUTE**
***DISPUTE should be added to the subject line only when the file being submitted contains a transaction that is being disputed.**

Ex. DAS Voyager Reconciliation July 2010 – **DISPUTE 32-112**

Message Line:

Vehicles attached

Ex. 32-112 2010 07 **Dispute**

Body of email:

Disputes

License Number – Brief summary of dispute

Ex. 32-112 – Driver states that transaction dated 6/24/2010 isn't valid.

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 **Dispute**). Attach the PDF file to an e-mail and send to DASFleet@das.state.oh.us.

Please Send Only one Dispute Per a Disputed E-mail

******Any incorrect or disputed information on the Voyager Vehicle Report should be highlighted and any relevant information should be noted on the report prior to scanning. ******