



DAS Office of Fleet Management

## FLEET CARD RECONCILIATION COVER SHEET

Equipment ID	
Date	
To	<a href="mailto:DASFleet@das.ohio.gov">DASFleet@das.ohio.gov</a>
From	
Subject	<b>Monthly Vehicle Report Documents</b>
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 Fleet Card Reconciliation Documents:

1. Complete Fleet Card Reconciliation Cover Sheet.
2. Copy all fuel receipts onto as few sheets as possible.
3. Scan Fleet Card Reconciliation Cover Sheet, copies of fuel and maintenance receipts, and Voyager Vehicle Transaction 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](mailto:DASFleet@das.ohio.gov).

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