

VOYAGER FUEL CREDIT CARD

Manual and Application

Updated October 21, 2024

Purpose of the Voyager Fuel Card

The Voyager card, California's Official State Fuel Credit Card is used for the following services (**on State-owned vehicles only**):

- Purchase of regular unleaded fuel, alternative fuels, fluids and lubricants at over 10,500 retail locations throughout California. When purchasing fuel, drivers are required to purchase lowest grade fuel allowed per vehicle minimum requirements at self-service pumps, (refer to SAM Section 3687.1)
- Emergency purchases such as wiper blades, a fan belt, a tire, in urgent situations only.
- 24-hour Emergency Roadside Service (1-800-600-6065).
- Two basic (low-cost) car washes per month.

The cards are issued to departments, not individuals, and are for official use only. (**Not to be used for personal vehicles.**)

Obtaining a Voyager Card

To obtain a Voyager card, the Department representative should complete an Application for Voyager Fuel Card Form. The Department head approves the application and forwards it to the campus program administrator:

Antoinette Castanon
Procurement and Support Services
Mail Stop JA111
Phone 8-2111

Upon receipt, the Application Form is processed with Voyager Fleet Administration. Voyager will send the new card to the campus program administrator who will then schedule a brief meeting with the Department's representative to review cardholder responsibilities, and issue the card.

Guidelines for Using the Card

The Voyager card may be used at participating retail locations. Some companies are not yet accepting the card electronically at all locations. These locations should accept

the card manually. If any problem occurs with the sale, the cardholder may call Voyager Customer Service at 1-800-987-6591.

The main purpose of the card is to purchase fuel for State-owned vehicles. The purchase of batteries, tire, tubes, spark plugs, fan belts, wiper blades, radiator caps or gas tank caps is allowed **in emergencies only**. In all cases, if the Voyager card is used for transactions other than fuel purchase, **copies** of the transaction receipts should be sent to Agricultural Operations to mailstop M/S AG85, which Agricultural Operations may request the vehicle to be brought in for inspection.

When buying fuel, drivers should purchase non-premium self-service fuel. Campus departments may purchase fuel at a reduced cost through the University fuel station. A **fuel fob** is needed for the University station. For further information contact Agricultural Operations at 278-2011.

There are daily and monthly limitations on each card – no more than three transactions each day with a limit of \$1,000 each month. Transactions over these limits will be rejected.

Department Responsibilities

Voyager cards are issued to Departments, and Departments are liable for charges made with their assigned cards.

Departments are responsible for developing procedures for tracking whom is using each card, and purchases made with the card. Departments shall maintain receipts for all purchases in their department for four (4) years for auditing purposes.

If the card is lost or stolen it should be immediately reported to Voyager at 1-800-987-6591, and to the campus program administrator, Antoinette Castanon, at 278-2111.

If the card needs to be replaced because it is worn or defective, the department head should e-mail to acastanon@csufresno.edu to request a replacement, and return the old card to the campus program administrator.

Departments should store the Voyager card in a secure location where the card is not exposed to elements that might damage the magnetic strip located on the back of the card. This includes storing the Voyager card with other credit cards (there is a possibility that this might demagnetize the Voyager card), excessive heat that can melt the Voyager card, or in an open area where an object might scratch the magnetic strip on the Voyager card.

A new application will need to be submitted to Procurement before any new card is issued to include replacement fuel cards.

Campus Program Administrator

For questions regarding the Voyager Card, please call:
Antoinette Castanon
Procurement and Support Services, 278-2111

CALIFORNIA STATE UNIVERSITY, FRESNO
APPLICATION FOR VOYAGER FUEL CARD

DATE: _____

DEPARTMENT NAME: _____

REQUESTOR'S NAME: _____

PEOPLESOFT CHARTFIELDS:

ACCOUNT	FUND	ORG. ID.	CLASS
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NUMBER OF CARDS REQUESTED: _____

LIST FRESNO STATE VEHICLE NUMBER(S) AND LICENSE PLATE #'S FOR ALL STATE VEHICLES

Our department has read and will abide by the above manual. Misuse of the Voyager Fuel Card may lead to termination of the Voyager Fuel card and/or disciplinary action.

SIGNATURE OF APPROVING OFFICER: _____

Please return a signed copy of this form to the attention of:
Antoinette Castanon
Procurement and Support Services
M/S JA111

For Purchasing Use Only

Card Numbers Assigned: _____

Card Numbers Canceled: _____