WVU/WVURC Fleet Card Guidelines

The WVU/WVURC Fleet Card is to be used for authorized fuel and maintenance costs associated with operating a University owned vehicle. At no time can the card be used for personal purchases, including filling a personal vehicle while out on business travel. The card should not be used for non-fleet vehicle business purchases (i.e. office supplies, hotel costs, memberships, etc.).

Note: All purchases made with the fleet card must be in compliance with HB4015, which can be found here: http://www.wvlegislature.gov/legisdocs/chamber/2018/RS/com_amends/HB4015%20S%20GOV%20AM%20_1.htm

Fleet Card Contact:

Each WVU/WVURC Fleet Card is tied to a specific contact person who will be responsible for the following:

- Ensuring the card is kept in a secure location
- Maintaining a log of who has used the card
- Reconciling the charges in MyExpenses

How to Use the Card:

- Each Fleet Card is tied to a specific University owned vehicle.
- Drivers will swipe their card at the pump.
- They will then be asked to enter an odometer reading (if the fuel station has that capability). If the fuel station does not have that capability, the odometer reading must be documented in the Notes field for that transaction in MyExpenses.
- If using the card to pay for fleet expenses other than fuel (i.e. oil, wiper fluid), the driver may be required to enter an odometer reading inside the station. The driver can simply enter all 0’s. **This should only be in cases where the driver is paying for an item other than fuel.
- Drivers who use the fleet card are responsible for providing an itemized receipt and business purpose to the contact person assigned to the card.
- The contact person will reconcile the charges in MyExpenses and include the receipt, business purpose, and document the driver who used the card.

Using a WVU/WVURC PCard for Fleet Purchases:

Certain WVU/WVURC PCards may be set up for fleet purchases where there is a specific business reason for a PCard rather than a WVU/WVURC Fleet card. A justification for the need for the card must be provided to PCPS PCard Administration.

In those instances, the employee using the WVU/WVURC PCard must follow all the policies and procedures listed above for Fleet cards, except for entering an odometer reading.

Effective March 1, 2018
## How to Pay for Fuel and Other Fleet-Related Expenses

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<tr>
<th>Situation</th>
<th>Program/Option</th>
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| WVU/WVURC owned vehicle used by multiple drivers (all possible drivers can not be identified) | - Each vehicle is tied to a specific Fleet Card.  
  - Driver is prompted to add the odometer reading when paying for fuel (if the gas station does not have that technical capability, driver includes odometer reading with receipt).  
  - Contact person is responsible for reconciling the charges in MyExpenses and tracking who used the card.  
  - Reports can be run in US Bank to show the odometer readings. |
| WVU/WVURC owned vehicle where all possible drivers can be identified      | - Each driver is assigned a PIN number.  
  - Multiple drivers can use the same PIN. It is an option that the same card can be used for multiple vehicles, but that would require a vehicle ID to be entered as well.  
  - Contact person is responsible for reconciling the charges in MyExpenses and tracking who used the card.  
  - Reports can be run in US Bank to show the odometer readings. |
| Fuel for rental cars/leased vehicles, generators, research, etc.           | - The employee uses his/her own PCard if available.  
  - If the employee does not have a PCard (i.e. student), he/she uses the department’s fuel PCard that is limited to fleet-related purchase. A contact person in the department is responsible for reconciling the charges in MyExpenses. |