



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 3, 2003

FOR YOUR INFORMATION

MEMORANDUM

TO: Chief Business Officials

FROM: Philip V. Albano, Director
Administrative and Facility Services

SUBJECT: Reimbursements to Drivers for Gasoline Purchases

Please read the attached memorandum if your college has state owned vehicles **assigned from the Department of Administration's Motor Fleet Management Division** (MFM). Drivers of these vehicles are being notified that they or their college may not be totally reimbursed if fuel is purchased with **cash or a non-MFM issued credit card**. Please note that this memo does not pertain to any state owned vehicles that were purchased by the college with state funds and titled to the State Board of Community Colleges, or college owned vehicles purchased with non-state funds.

The gist of the memorandum is that when fueling a MFM vehicle, the driver must first seek a DOT fuel facility and use either the electronic key or the DOT fuel credit card provided with each vehicle. If a DOT fuel facility is not available, the driver should go to a commercial station that accepts the State's Voyager fuel credit card, which is also provided with each vehicle. The Voyager fuel credit card is accepted at 82 different fuel vendors ranging from Amoco to Wilco with 6,185 fueling sites in North Carolina and 170,000 fueling sites in the 48 continental states. The Voyager universal fleet card is to be used as a last resort in the State of North Carolina and as the primary method of purchase anywhere else in this country.

Please forward this information to any of your employees who drive state vehicles assigned from (MFM).

Attachment

c: Presidents
Mr. Kennon D. Briggs

CC03-002
Email

BusMgr/Reimb Gas Purch (MFM)

November 20, 2002

TO: FISCAL OFFICERS

**FROM: John Massey, Director
Motor Fleet Management Division
NC Department of Administration**

SUBJECT: REIMBURSEMENTS TO DRIVERS FOR GASOLINE PURCHASES

F.Y.I. Motor Fleet Management provides (1) a Dept. of Transportation electronic key, (2) a state DOT fuel credit card, and (3) a Voyager fuel credit card. The black electronic key is coded to dispense regular unleaded fuel and the green key is coded to dispense E-85 (ethanol) fuel.

The black or green electronic key is provided by DOT to be used state wide at any DOT fuel facility. Many of these facilities are open 24-hours a day. The dispenser for electronic key fueling is self explanatory. Some DOT fuel locations do not have this equipment and the DOT credit card is used for fuel purchases. Maps showing all DOT fuel locations for all 100 North Carolina counties are in the back of the MFM Regulations manual. In the event there is no DOT fueling locations in the area and fuel must be purchased, the driver of any MFM vehicle has the Voyager credit card as a back up. Only regular grade fuel purchases are allowed.

Voyager credit card purchases are charged to Motor Fleet Management at the pump price on the receipt. However, the approximate \$.42 per gallon of all gas highway taxes are deducted from Motor Fleet Management's statement when the invoice is received from Voyager. The reason for this deduct is that the State of North Carolina does not pay highway fuel tax for any state vehicle usage. However, every time an individual state employee pays cash or uses their own credit card (same as cash) and requests reimbursement from Motor Fleet Management, the \$.42 tax per gallon is included in the total purchase.

Motor Fleet Management has the authority to deduct the \$.42 per gallon fuel tax on all cash transaction and we will take this action if cash purchases are abused or unreasonable. Motor Fleet Management does not wish to penalize state employees but as you all know MFM is totally receipt supported and receives no funds from the State's General Fund.

The Voyager fuel credit card is acceptable at 82 different fuel vendors ranging from Amoco to Wilco with 6,185 fueling sites in North Carolina and 170,000 fueling sites in the 48 continental states. A Voyager universal fleet card is to be used as a last resort in the State of North Carolina and as the primary method of purchase anywhere else in this country.

Fuel reimbursement requests will be denied if the form FM-32 is not properly filled out with legible information, does not have the signature of the claimant, does not have a receipt attached, or is not signed by the employee's supervisor. Every state employee must abide by the MFM Regulation manual provided in every MFM vehicle. If a Regulations manual is needed we will provide a copy.

If you have any questions, call John Massey, Motor Fleet Management Director, or Danny Willis, Motor Fleet Management Deputy Director at (919)733-6540.