



FLEET FUEL PROGRAM

Scope: Louisiana State University

Effective: July 1, 2015 (The original start date for the program is October 1, 2009)

Purpose: To document the procedure for purchasing fuel for all University-owned vehicles and other University-owned equipment (i.e., grounds keeping and/or marine equipment).

Program Summary:

The University utilizes the State Fleet Fuel Contract serviced by FuelTrac Inc. FuelTrac is a member of the Voyager Fleet Network, and FuelTrac program is administered by University Stores. The program allows the LSU campus to purchase fuel at the on-campus fueling station and at any retail locations that accept credit cards, including the Voyager fleet fuel card. Gasoline available at the University Stores fuel station (two 8000 gallon in-ground tanks) is provided by FuelTrac on a consignment basis.

Definitions:

For the purpose of this policy, the following terms have the meaning indicated:

- A. *Departmental Fleet Contact* - Person appointed by their respective Department Head to be responsible for reviewing, auditing and ensuring controls are in place as required by the program.
- B. *Driver* - Individual that is authorized to drive and to purchase fuel for a University owned vehicle.
- C. *Driver ID* - One of the two parts required to authorize a fuel purchase. The Driver ID is a unique 6 digit number that is assigned to each authorized driver. May also be referred to as a driver PIN number.
- D. *Driver Report* - Detailed listings of fuel purchases made by drivers. This report gives details of each fuel transaction such as volume of fuel purchased, time of purchase, and location of purchase.
- E. *Fleet Fuel* - Fuel (Gasoline, Diesel, E-85) that is metered and dispensed into University-owned vehicles and/or equipment.
- F. *Fleet Report* - Detailed listings of fuel expenditures for each University vehicle. This report provides details such as volume of fuel purchased, vehicle miles per gallon, time and location of purchase, and fuel grade purchased by vehicle property tag number.
- G. *FuelTrac* - Contracted vendor by the State of Louisiana to provide Fleet Fuel service to all State agencies.

- H. *FuelTrac Vehicle Card* - One of the two parts required to authorize a fuel purchase. A vehicle card is assigned to each University vehicle. The vehicle card should be kept with the vehicle at all times and is embossed with the vehicle description, department name, and LSU property tag number.
- I. *GLS Account Report* - Detailed listings of fuel expenditures that is grouped by university budget code. This report provides details such as volume of fuel purchased, fuel cost, time of purchase, and fuel grade purchased.
- J. *Miscellaneous Use Card* - FuelTrac card that is issued for use in purchasing fuel in unique circumstances. Examples of miscellaneous card use are to fill gas cans or lawn maintenance equipment. Additional departmental controls should be in place to ensure the proper security and use of miscellaneous use cards.
- K. *MV3/MV4/Safety Checklist* - Vehicle log required by the State of Louisiana to be completed each month for all vehicles. MV3/MV4/Safety Checklist logs include details of vehicle usage, maintenance costs, and fuel costs. Often referred to simply as MV3.

Introduction:

Participation in the FuelTrac program allows the University access to consolidated billing and reporting of all fleet fuel purchases. Fuel purchases are exempted from federal fuel excise taxes and billed through a single monthly invoice. The reporting features of the program provide LSU Property Management and the Louisiana Property Assistance Agency (LPAA) with visibility over fleet utilization and provides departments with complete, accurate and summarized data to aid in the monthly MV3/Daily Vehicle Log reporting. Administration of the FuelTrac program, including card maintenance, billing, and operation of the on-campus fueling station is handled by University Stores.

I. Program Overview:

Every fuel transaction authorized through the FuelTrac system requires two unique identifiers: a FuelTrac card and a Driver ID.

A FuelTrac Vehicle card is issued for each University owned vehicle. The cards are unique to each vehicle and are embossed with 3 lines of data:

- Vehicle Property Tag Number
- Department Name
- Vehicle Year and Model

A FuelTrac miscellaneous card may also be issued to Departments whose mission requires that they purchase fuel for various University-owned equipment items (i.e. gas cans, lawn mowers, etc.). The cards are considered "Miscellaneous Use" and are established in the Department's name. The card has the same security features that are in place as the FuelTrac cards that are tied to University-owned vehicles. The reports available for vehicles are also available for miscellaneous cards; however the usage is not included on the MV3 logs and as such requires additional levels of oversight and security.

Also required is a Driver ID which is assigned to each user/driver that has been authorized by their respective Department to make fuel purchases. Each Driver ID is tied to a GLS account number that is provided by the Department at the time the Driver ID is requested.

Security Features and Reporting:

The FuelTrac Program has several customizable security features to reduce the potential for fraudulent transactions:

- A maximum of \$1000 per monthly billing cycle can be purchased
- A maximum of three transactions per day are allowed
- A valid Driver ID is required to authorize all transactions
- If an incorrect Driver ID is entered three consecutive times, the card is locked and cannot be used again without calling the FuelTrac Customer Service at 1 (866) 618-5658
- FuelTrac cards are restricted for the purchase of fuel only

Detailed monthly reports of all vehicle, driver, and GLS account transactions are automatically sent via e-mail to Department Fleet Contacts by the 5th day of each month. The monthly reports can be obtained at any time from <https://FuelTrac.lsu.edu/>.

University Business Travel

FuelTrac should not be used to purchase fuel for rental vehicles while traveling on university business. The traveler should use the LaCarte card or personal funds to purchase the fuel. Please see FASOP: AS-02, "University Travel Regulations" and FASOP: AS-20, "LaCarte Card Program" for policy information.

Card Maintenance

New cards or Driver ID numbers can be requested from University Stores by completing and submitting a Fleet Fuel Maintenance Form available here: <https://sites01.lsu.edu/wp/facilityservices/files/2013/09/FleetFuelMaintenanceForm.pdf>

If the FuelTrac card is lost or stolen, the department should contact University Stores at 225-578-6086 immediately. The card will be deactivated and a new card will be issued. If a user suspects that his/her Driver ID has been compromised, the user should contact University Stores at 225-578-6086 immediately.

II. Driver Responsibilities

1. Each driver is assigned a unique Driver ID that should be kept confidential. Do not post or write in any place that can be accessed by others.
2. The Driver ID should be used only by the person it is assigned to – sharing of Driver ID numbers among employees is strictly prohibited.
3. Each driver must enter the correct odometer reading at every fueling.
4. Drivers of University-owned vehicles must properly log each trip on the MV3 log.

III. Departmental Requirements

Departments with University-owned vehicles and/or other University-owned equipment must adhere to the LSU Fleet Fuel Program requirements. The Department Head must designate a departmental liaison (i.e., Departmental Fleet Contact) to be responsible for reviewing, auditing and ensuring controls are in place as defined in this policy.

Departmental Fleet Contact responsibilities:

1. Review the Fleet Report from University Stores (or via downloading) that details all fuel purchases made for that vehicle. The Fleet Report must be reconciled to the vehicle's MV3 log and to the cardholder's supporting documentation for miscellaneous-use cards.
2. Review the MV3 log for compliance of all driver's initials to serve as certification of fuel purchases on official University business.
3. Maintain a departmental file of the Fleet Reports and all supporting documentation (i.e., MV3 copies).
4. Record monthly fuel/mileage utilization in the Asset Works Asset Management System (AMS) following reconciliation of MV3 logs to the Fleet Reports.
5. Submit the original MV3 log for each vehicle to Property Management in accordance with Property Management requirements.
6. Notify Program Administrator when a Driver ID and/or miscellaneous use cardholder should be deactivated due to the employee leaving and/or retiring from LSU.
7. If a Departmental Fleet Contact is also assigned a Driver ID or Miscellaneous use card, the Fleet Report must be reviewed by a supervisor or higher level authority to ensure segregation of duties is maintained and to ensure no inappropriate fuel purchases are being made.
8. Ensure drivers are adhering to the policy requirements. Whenever a driver for any reason purchases fuel for a University-owned vehicle with LaCarte, the Fuel Non-Compliance Form (<http://www.ofs.lsu.edu/UniversityStores/FleetFuel/item59161.pdf>) must be completed. The completed Non-Compliance form must be attached to the cardholder's LaCarte entry before the entry is released to Accounts Payable. Accounts Payable will add the FuelTrac Program Administrator as a reviewer on the LaCarte entry to allow the Program Administrator to approve the reason for the noncompliance. The Program Administrator will work to evaluate any potential issues with the FuelTrac Program and to work with FuelTrac to improve the level of service offered.
9. Stay abreast of any changes to the FASOP "*Fleet Fuel Program*" to ensure all drivers are aware of any policy changes/updates.

IV. Audits and Controls

Departments with University-owned vehicles assigned a FuelTrac card to purchase fuel must do so in accordance with the internal controls and audit standards set forth by the University. Approval of the request for a FuelTrac card by the appropriate Dean, Director, Department Head, or Designee for specific departmental vehicles signifies agreement that the departments/units/individuals under his/her supervision will comply with the following guidelines and internal controls:

1. All departments/units will ensure adequate segregation of duties are in place for the fuel card custody and use, review, authorization, and reconciliation.
2. All departments/units will ensure employees assigned a Driver ID understand and accept the responsibilities of a Driver ID holder and that sharing Driver ID numbers is strictly prohibited.
3. All departments/units will ensure adequate documentation and controls are maintained for miscellaneous use cards. In addition, adequate security and controls must be maintained for

- fuel purchased and housed in various University-owned equipment items (i.e., gas cans, mowers, etc.).
4. All departments/units will ensure employees who have access to a miscellaneous use card understand and accept the responsibilities of a miscellaneous use cardholder.
 5. All departments/units will ensure that a MV3 log is maintained to record fuel usage for each departmental vehicle which includes the motorcycles of the LSUPD.
 6. All departments/units will ensure that a monthly reconciliation is maintained where the information reflected on the Fleet Report is in agreement with the detailed information on MV3 logs. The MV3 log must be monitored for accuracy and completeness.
 7. All departments/units will ensure adequate controls are maintained to ensure that no University vendor can purchase fuel via a FuelTrac card and/or Miscellaneous use card.
 8. All departments/units will ensure each authorized driver has only one unique Driver ID number assigned, as well as, only one FuelTrac card is assigned to a University vehicle.

V. Program Management and Reconciliation

University Stores is responsible for the overall management of the FuelTrac Program. University Stores will designate a Program Administrator to maintain the program requirements and ensure departmental compliance.

Program Administrator Responsibilities:

1. The Program Administrator is responsible for program updates and dissemination of the information to management, departments, Driver ID holders, and the Miscellaneous use cardholders.
2. The Program Administrator is responsible for billing each University budget code for the cost of the fuel, plus the University Stores administrative costs, through an internal transaction (IT).
3. The Program Administrator is responsible for generating various fuel usage reports (i.e., Fleet Report, Driver Report, and GLS Account Report) and e-mailing them to the Departmental Fleet Contacts on a monthly basis and/or ensuring the reports are also available for download at <https://FuelTrac.lsu.edu/>.
4. The Program Administrator is required to deactivate a Driver ID or Miscellaneous use card as employees retire or terminate employment.

Reconciliation

A monthly reconciliation must be performed to monitor the program's fuel charge compliance and usage by the departments. All daily MV3 logs for University-owned vehicles must be approved by the appropriate supervisor and received by the Departmental Fleet Contact by the third working day of the month following the month to which the report pertains. The Departmental Fleet Contact is responsible for auditing each respective MV3 log to the FuelTrac Fleet Report for each vehicle.

When reconciling MV3 logs to FuelTrac Fleet reports:

1. Review each transaction from Fleet Report to MV3 log to confirm the transactions reflected on the Fleet Reports are true and correct
2. Monitor fuel usage and odometer readings to ensure the appropriate mileage is being entered at the time of sale. Drivers of University-owned vehicles must properly log each trip on the MV3 log. Each trip should include the date, the ending odometer reading, the beginning and ending points of the trip, the purpose of the trip, any fuel purchases made, and the driver's initials.

3. Verify driver on Fleet Report matches driver's initials on MV3 log
4. Look for variances - verify fuel purchases made outside the monthly average, an example of this would be multiple fuel purchases made on the same day; verify fuel purchases made off campus to ensure the purchase was university business related.
5. Request a justification for any variances encountered and maintain this supporting documentation in the departmental files.
6. Review report for any fraudulent fuel purchases. A fraudulent purchase is defined as any use of the FuelTrac card which is determined to be an intentional attempt to defraud the University for personal gain or for the personal gain of others. An employee suspected of having misused the FuelTrac card with the intent to defraud the University will be subject to an investigation. If the investigation results in findings which show that the actions of the employee have caused impairment to the University, the employee will be subject to disciplinary action. The nature of the disciplinary action will be at the discretion of the appointing authority and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to Internal Audit.

Contact Information

For any questions or comments on the FuelTrac program, please contact University Stores via phone at (225) 578-6086.

For assistance if a card is locked after entering an incorrect Driver ID, contact FuelTrac customer service via phone at 1 (866) 618-5658.

For assistance with MV3 logs, contact Property Management via phone at (225) 578-6921.