FUELTRAC CARD PROGRAM

I. **PURPOSE:** To establish standardized controls and procedures for the issuance, use, monitoring, and management of Fueltrac cards and associated PINs, ensuring accountability, proper stewardship of state resources, and compliance with applicable laws, regulations, and departmental requirements.

II. **POLICY:** It is the policy of the Department of Conservation and Energy (C&E) to ensure that all Fueltrac cards and associated Personal Identification Numbers (PINs) are issued, used, monitored, and managed in a controlled, accountable, and compliant manner. Fueltrac cards are to be used solely for authorized state business purposes, including fuel and approved vehicle-related expenses for state-owned and authorized rental vehicles.

C&E shall maintain appropriate internal controls to safeguard state assets, ensure accurate expenditure tracking, and prevent misuse, fraud, or abuse of the Fueltrac Card Program. All employees issued a Fueltrac card or PIN are responsible for complying with this policy, applicable state regulations, and all related procedures governing the proper use, documentation, and reconciliation of Fueltrac transactions.

III. **APPLICABILITY:** This policy applies to all full-time and part-time classified and unclassified C&E employees, students and contractual employees.

IV. **PROCEDURES:** The Fueltrac Fleet Commander Online system is utilized statewide for the issuance, change, and cancellation of fuel cards; setup, change, and cancellation of an individual PIN user accounts, and Fueltrac purchasing activity reports.

A. INITIAL SETUP OF FUELTRAC CARDS:

1. State-Owned Vehicle Cards:
   a. The Louisiana Property Assistance Agency (LPAA) forwards the new vehicle invoice to the Fiscal Services Administrative Program Specialist, henceforth known as the Fleet Manager.
   b. Within five (5) business days of receiving the invoice, utilizing the vehicle identification number (VIN), the Fleet Manager shall submit an online request in the Fueltrac Fleet Commander Online system for a new Fueltrac card. In addition, the Fleet Manager shall email the respective C&E Office designee, requesting the required information in order to set up a new Fueltrac card.
   c. The C&E Office designee shall provide the requested information within two (2) business days of receiving the request from the Fleet Manager.
   d. The new Fueltrac card is mailed to the Fleet Manager and distributed to the C&E employee. If possible, the card will be distributed to the C&E employee when the vehicle is picked up from LPAA.
2. Rental Vehicle Cards:
   a. For employees who routinely travel as part of their job duties, each Executive Director may request a rental vehicle Fueltrac card and shall inform the Fleet Manager of their decision in writing. It is the Executive Directors responsibility to ensure that the employee has been given driving authorization from the Human Resources Division.
   b. The rental vehicle Fueltrac card request shall contain the default expenditure coding to be used for the car rental fuel purchases.

c. Within five (5) business days of receiving the request, the Fleet Manager shall submit an online request in the Fueltrac Fleet Commander Online system for a new Fueltrac card.

d. The new Fueltrac card is mailed to the Fleet Manager, who then distributes it to the C&E employee.

B. INITIAL SETUP OF EMPLOTEE PIN:

1. The employee will need to complete the following and receive authorization prior to PIN issuance:
   a. Completion of ORM Defensive Driving course; and
   b. An official driving record review conducted by HR authorizing driving privileges; and
   c. Request for Voyager Driver ID (PIN).
2. The Fleet Manager shall review the PIN request for proper approval. The Fleet Manager shall create a PIN, utilizing the Fueltrac Fleet Commander Online system, within five (5) business days of receiving the request.
3. Once the PIN is created, the Fleet Manager shall notify the employee of their PIN number by email.

C. CHANGES/CANCELLATION OF FUELTRAC CARDS:

1. Card Change:
   a. If the Fueltrac expenditure coding needs to be changed (i.e.: changes in cost center, grant, fund, etc.), the C&E Office designee shall notify the Fleet Manager in writing.
   b. The Fleet Manager shall adjust the standing order in the LaGov system within ten (10) business days of receiving the request.
2. Card Cancellation:
   a. When a vehicle is to be surplused, C&E Offices must complete a DA121 – Vehicle Condition Report and submit the form to the Fleet Manager.
   b. The Fleet Manager will review the form for completeness and submit the form to LPAA.
   c. Once LPAA has taken possession of the vehicle, the Fleet Manager shall cancel the Fueltrac card in the Fueltrac Fleet Commander Online system.

D. CHANGES/CANCELLATION OF EMPLOYEE PIN:

1. PIN Change:
   a. Employees who lose or forget their PIN shall contact the Fleet Manager.
   b. Utilizing the Fueltrac Fleet Commander Online system, the Fleet Manager shall:
      i. Look up the employee's PIN; and
      ii. Notify the employee via email.
2. PIN Cancellation:
   a. Upon determination that an employee PIN is to be canceled (i.e.: change in job duties, employee is terminated, etc.), the employee's supervisor/HR shall notify the Fleet Manager, in writing, that the employee's PIN is to be canceled as of a specific date.

b. The Fleet Manager shall cancel the PIN within two (2) business days of either receiving the request, or the date requested, in the Fueltrac Fleet Commander Online system.

V. SCOPE:

A. DRIVER AND SUPERVISOR RESPONSIBILITIES:

1. Employees shall track all purchases of fuel, repair/maintenance services and parts for state-owned and rental vehicles on the State of Louisiana MV3 – Daily Vehicle Log (Attachment 1) on a continual basis and attach all required documentation to the log.

   a. Employees are responsible for obtaining prior approval from their direct supervisor before repair, maintenance, or parts are purchased.

   b. For repair, maintenance, or parts purchased in excess of $1,000, employees/supervisors are responsible for obtaining prior approval from the Fiscal Services – Budget unit.

   c. If an individual from a different Office or Division uses a vehicle and has a related purchase (i.e. fuel, carwash, etc.), the employee responsible for the vehicle log shall obtain, at the time of purchase, the proper expenditure coding from that driver who made the purchase. The expenditure coding is to be recorded on the MV3 log.

   d. Employees who utilize either a pool vehicle or a rental vehicle shall complete the appropriate MV3 log and attach all required documentation to the log.

2. The C&E Office designee will receive an email from the Fueltrac Fleet Commander Online system notifying them that their monthly billing statement is ready to be downloaded. Accordingly, the C&E Office designee shall distribute the billing statements to the employees responsible for reconciling the billing statements to their vehicle MV3 log.

3. The employee shall reconcile the purchases made for the vehicle during the month by matching the transactions on the billing statement to the transactions listed on the MV3 log with attached support documentation (original Fueltrac receipts and, if applicable, any required approval documentation and/or copies of P-Card receipts).

   a. The employee shall notify the Fleet Manager of any discrepancies between the MV3 log and the billing statement within three (3) business days of receiving the billing statement.

   b. The Fleet Manager shall notify the Fueltrac liaison within three (3) business days of the above notification and work to resolve all discrepancies in a timely manner.

   c. If an employee loses a receipt, they are to complete the Lost Receipt Affidavit (Attachment 2) and attach it to their MV3 log.

   d. If an individual from a different Office or Division has used a vehicle and had a related purchase (i.e.: fuel, carwash, etc.), the expenditure coding obtained from the driver should be recorded on the billing statement.

4. Once the reconciliation is completed, the employee shall sign the MV3 log and forward the original signed MV3 log, billing statement and all supporting documentation to their direct supervisor.

5. The supervisor shall review the submitted MV3 log and supporting documentation for accuracy and completeness. Once the review is completed, the supervisor shall sign the bottom of the MV3 log and submit the completed MV3 log and supporting documentation to the Fleet Manager by the 10th of each month.

B. FISCAL SERVICES RESPONSIBILITIES:

1. Reconciliation Verification:

   a. The Fleet Manager shall verify that an MV3 log, with the required supporting documentation, has been received for each state-owned vehicle and any rental vehicle Fueltrac cards with current period purchase activity.

   b. The Fleet Manager shall also verify that all purchases have the required supporting documentation attached (i.e. the receipts match the log and any required approvals have been obtained).

   c. A follow-up request for any outstanding MV3 logs and/or supporting documentation, not received by the 10th of each month, will be sent to the driver and their direct supervisor, who are to respond within three (3) business days.

2. Once the Fleet Manager completes the reconciliation, they will file the documentation. Expenditure Verification:

   a. The Fleet Manager shall generate and review the ZFI1295_TEST on a monthly basis to ensure that all fuel charges interfaced to LaGov correctly.

   b. For Fueltrac card purchases which did not interface correctly, these transactions will be posted to the CCC account and must be corrected on a monthly basis.

   c. The Fleet Manager will notify the Accounts Payable Fueltrac Accountant of the error and provide the correct expenditure coding associated with the transaction.

      i. The Accounts Payable Fueltrac Accountant will prepare all necessary journal vouchers to correct the Fueltrac expenditures within two (2) business days of receiving the correct expenditure coding from the Fleet Manager.

      ii. The Fleet Manager will take all necessary actions to correct the error before the next billing cycle, where possible.

3. Annual Monitoring:

   a. Fueltrac Card:

      i. At the beginning of each calendar year, the Fleet Manager shall run a report in the Fueltrac Fleet Commander Online system for a listing of all active Fueltrac cards.

      ii. The Fleet Manager shall review the active Fueltrac card report and determine if any cards need to be deleted.

   b. PIN:

      i. At the beginning of each calendar year, the Fleet Manager shall run a report in the Fueltrac Fleet Commander Online system for all individuals with an active PIN.

ii. The above listing of individuals shall be provided to each Office's Executive Director to verify the listing is accurate and complete. The Executive Director shall notify the Fleet Manager of any corrections that need to be made.

VI. VIOLATIONS: Any employee violating the terms of this policy through misuse or abuse of the fuel card will be subject to disciplinary action up to and including termination of employment.

VII. EXCEPTIONS: Exceptions to this policy must be approved in writing by the Undersecretary.

VIII. QUESTIONS: Questions regarding this policy should be directed to the Administrative Program Director within the Fiscal Services Division.

IX. REVISION HISTORY:

Date	Action
April 2018	Policy Established
May 2018	Policy Revised
February 2019	Policy Revised
April 2026	Policy Revised: Agency name updated, Sections I, II, IV and V updated.

AUTHORIZATION:

Signed by:
Mark Normand Jr. 4/13/2026
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Mark Normand, Jr., Undersecretary