

# School of Natural Resources and the Environment

## Voyager Card Policies

The University of Arizona Voyager Card is for fueling of State of Arizona owned and leased vehicles. The Voyager Cards greatly reduces the need for PCard transactions and direct reimbursements by allowing designated staff and faculty to make purchases with an individual card. If used responsibly, the faculty and staff will find great advantages to using the Voyager Card.

### [University Voyager Card Guidelines](#)

Voyager receipts should be uploaded to Smartsheet at [nature.arizona.edu/voyager](http://nature.arizona.edu/voyager) within 5 business days of the purchase date to ensure the transaction is reconciled and approved timely. You can take a picture of the receipts and upload.

### **Time Limits:**

To ensure we pay UA Bank on time for all our Voyager transactions it is important that you submit receipts within five business days of purchase. Late payments could result in all the SNRE cards being cancelled. Your cooperation is necessary to complete the accounting portion of the transactions and comply with university policy deadlines.

### **Receipts:**

- Receipts are mandatory.
- It is the cardholder's responsibility to make every attempt to secure receipts, if a receipt cannot be obtained you can submit a [lost receipts form](#).

### **Non-Compliance Actions:**

- Failure to turn in proper documentation within the time limit causing a delay in payment to US Bank will result in a warning, a second offense will result in the Voyager card being deactivated and reimbursements or PCard can be used instead.
- Submitting more than two lost receipt forms in a year can cause the card to be deactivated.
- Failure to comply with university policy and guidelines may result in the employee being financially responsible for the amount of the non-compliant purchase.
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### **SNRE BIZ VOYAGER DOCUMENTATION REQUIREMENTS**

Odometer reading and vehicle number must be written on the receipt per university policies.

**Having a Voyager Card is a privilege. Non-compliance will lead to loss of the card.**