

## Voyager Cardholder Procedures

Voyager cards can only be used for UA vehicles. Purchases can include fuel, car washes, and automotive repairs. Before using the card, be sure the location will accept the card. You can find a link on the employee resources page that will verify this information.

1. Make a purchase and keep the receipt to submit.
2. Fill out the "University Voyager Form" for your county.
  - a. Check the correct vehicle box
  - b. Purchase Date: transaction date
  - c. Travel Purpose: Reason for using the card and what program needs to be charged
3. Tape all receipts to the front of the form. If receipts are taped to the back, mark the box at the top of the form.
4. Scan or take a picture of the form and receipt and submit to [yavapaipres@cals.arizona.edu](mailto:yavapaipres@cals.arizona.edu) or to your support staff. When you return to the office, enter the receipts on the receipt log and file in the same folder as the PCards.

### PCARD/VOYAGER RECEIPT LOG

PCARD (P) VOYAGER (V)	DATE	FROM (INITIALS)	VENDOR	AMOUNT	REC'D BY (INITIALS)