**This procedural document applies to:**

1. Every department\* that utilises the University fuel card system for the refuelling of University/project vehicles.
2. The departmental representatives responsible for approving the payment of fuel card invoices.
3. Any university driver whom is responsible for a fuel card during their use of a University/project vehicle.

\*Please note individual departments may have their own fuel card procedures set in line with this procedural document.

**Introduction:**

This document is designed as a guideline for both departments and individual staff members to ensure that the fuel card system is utilised as designed, reducing fuel cost across the University and reducing the risk of credit fraud.

**General information:**

The provision of fuel cards to departments is a non-contractual agreement and both the fuel company and the Travel and Fleet department reserve the right to amend and/or discontinue the use of fuel cards at any time and replace this with an alternative method of purchasing fuel for the University fleet.

In the event of an amendment or the discontinuation of a fuel card, the relative departmental representative will be notified of this via email.

**Issuing and renewal of fuel cards:**

To request a fuel card for a vehicle, an email request will need to be sent to trlstaff@aber.ac.uk. This email will need to specify the following:

* Vehicle registration/Project name
* Work order number
* Department

To ensure that the request is to the knowledge and approval of the requesting department, please carbon copy the relevant Head of Department into the requesting email.

When a fuel card is close to expiration, the fuel card company will issue replacements to the University. Once received, these cards will be sent to the relevant departmental administrator.

**Appropriate use of fuel cards:**

**Card assignment:**

Each fuel card is assigned to a particular vehicle or project within the University, as such all fuel cards must only be used to purchase the fuel for the vehicle/project it is assigned to. Failure to use the correct fuel card for a particular vehicle will result in that purchase of fuel being classed as fraudulent activity, any instances of this will be investigated by the Travel and Fleet department and repeat offences may result in the temporary discontinuation of a fuel card and/or disciplinary measures.

**Stations where we can use our fuel cards:**

Stations that currently accept our fuel cards are as follows, please be aware that fuel stations may request proof of employment when using a fuel card:

* Texaco
* Morrison’s
* Tesco
* UK fuel
* BP\*

\*BP will only accept a BP fuel card, these are separate to the standard fuel cards and will need to be requested alongside the standard fuel card request.

Should the need to identify the locations of viable fuel stations for a planned trip arise, please email trlstaff@aber.ac.uk to enquire about the downloadable phone application.

In the instance that a fuel card is rejected by a fuel station or an appropriate fuel station is not within a reasonable radius of your planned travel route, the driver will need to purchase fuel using their personal funds and obtain a receipt in order to claim back the cost upon return to the University.

**Products and services purchasable on a fuel card:**

A number of products and services are available to be purchased for University vehicles using its relevant fuel card, please see below for the complete list of products and services available:

* Diesel
* Unleaded
* LRP
* LRG
* Gas Oil
* Lube Oil

Another product available at request is the car wash facility, however this is reserved for agricultural vehicles or vehicles that are utilised off-road. Other vehicles should have their car washes claimed back via a P1 form.

Please ensure that all purchase receipts during a financial year are submitted to departmental administrators upon return to the University, this is to enable efficiency with invoice approval and to keep an accurate record of fuel expenditure.

Under no circumstances are drivers allowed to purchase either Super unleaded or Premium diesel, any instances of this will be investigated by the Travel and Fleet department and authorisation is required by the relevant Head of Department with full explanation as to why the purchase was necessary, any repeated offences by the same member of staff may result in disciplinary measures and/or temporary discontinuation of the fuel card.

**Ensuring fuel card security:**

**PIN number security:**

Fuel cards are essentially credit cards, as such all staff are responsible for identifying and ensuring all suitable precautions are in place to ensure the safe storage of a fuel card and its PIN number. All fuel cards require a PIN number when being used, fuel cards and their pin numbers must be kept separate at all times to reduce the risk of the card being used fraudulently via theft or loss.

If the PIN for a card has been lost or is not to hand when needed, please contact the Travel and Fleet department via trlstaff@aber.ac.uk or 01970 621623.

**Lost or stolen cards:**

Similarly if a fuel card is lost or stolen, this must be reported to the Travel and Fleet department immediately to ensure that the card is cancelled and that no fraudulent transactions can occur. If a card was reported lost or stolen and is later found or returned to the University, do not attempt to use the card and send it to Travel and Fleet within the Student Welcome Centre for disposal.

**Mis-use or abuse of fuel cards:**

Any use of fuel cards must be within the restrictions of this procedural document, the University reserves the right to recover from an employee should they be responsible for any purchases on the fuel card that were outside of these procedures. The same right exist for any fraudulent purchases\* made on a lost or stolen card between the time it was lost/stolen and when the loss or theft was reported.

Each case of the above will be investigated by the Travel and Fleet department, should there not be a valid and reasonable justification to the purchases made outside of this procedural document or in regards to the delay between loss/theft and reporting, the University may proceed to charge the individual for the losses incurred.

\*Should these procedures be followed and the card be kept separate from its pin number, there will be very little risk of fraudulent purchases on a lost card.

**Payment of fuel card invoices:**

The current process of how the University processes and pays fuel card invoices is below:

Invoice received

Invoice checked by Travel and Fleet

Sent for processing

Requisition raised and approval request sent to all work order approvers

Approval received and invoice ready to be paid in next payment run

\*Any abnormalities are record for monthly investigation

allocated

\*Approver will be chased if invoice is past due date

allocated

\*Transactions pre-allocated to their designated work order numbers

allocated

All transactions on an invoice are pre-allocated onto work orders as specified on the Velocity fuel card management system, this system is managed by the Travel and Fleet department and any changes to work order requirements should be notified to the Travel and Fleet department at the earliest convenience to avoid any delays in invoice approval.

Fuel card invoices are now checked on a monthly basis to record and investigate any purchases that fall outside of the current version of these procedures. These instances will require the department to provide the identity of the staff member responsible for the purchase.

Should any transactions on the invoice not be paid on time, the Travel and Fleet department will email the approver responsible to request an explanation as to why the transaction hasn’t been approved. In some cases this may be due to driver error\* or absence, in which case, the relevant information will be passed onto the Supplier to inform them of the delay in payment.

\*It is the responsibility of all purchase card users to obtain and retain receipts for any purchases made on a University fuel card. These are then to be submitted to their respective departmental administrators upon return to the University.

Persistent failure to comply with the above will result in loss of fuel card privileges and will require staff to utilise their personal purchasing card and claim any fuel purchases back through the Travel and Subsistence process.

**Disposal and De-activation of fuel cards:**

Alongside the University’s right to suspend or cancel the use of a fuel card, a department may wish to voluntarily surrender a fuel card to the Travel and Fleet department on the following grounds:

* Lost/Stolen, and later found/returned.
* Card expiry due.
* Vehicle no longer in use.

In these cases, it is imperative that the department holding the fuel card does not attempt to quickly dispose of the fuel card themselves. As the cards are essentially University purchase cards, the Travel and Fleet department must ensure that there is no risk of fraudulent activity.

The process carried out by Travel and Fleet upon receipt of a fuel card is as follows:

1. Card received from department.
2. De-activation of fuel card on the Velocity fuel management system.
3. Update of fuel card information on the general vehicle record.
4. Card is then disposed of in the same manner as all sensitive University information.

**For more information:**

Should anyone have a query in regards to this procedural document, please contact the Travel and Fleet department via the following contact details:

 Email: travel@aber.ac.uk

 Phone\*: 01970 62 1623

 Main contact: Adam Meehan (Travel and Fleet Co-ordinator)

\*Please note that during busy periods, we may not be able to respond to calls immediately. In these cases, please ensure to email your query to us for a speedy response.