



1. Contact your LeasePlan rep. and move the cards to an emergency profile, or create a profile with higher limits, if needed.
2. For drivers with iPhones or Androids, LeasePlan has a **MyLeasePlan** mobile application, which drivers can use to search for fuel stations during the storm. It provides drivers updated information on where recent fuel transactions have taken place. To download MyLeasePlan, just search the app store using key word "MyLeasePlan". The fuel locator tool is available prior to logging in as well as after you log in.
3. Check to make sure that all drivers are carrying active fuel cards, and make sure that all drivers have active driver IDs in the system.
4. If your driver is having difficulties with their card, they can call the phone # that is on the back of the fuel card.
5. WEX and Voyager will be sending LeasePlan **Storm Reports** with accepting locations in the aftermath of the hurricane twice daily for the affected areas. We will be posting these to our website. A reminder of how to read the report is below:
  - The report is based on authorization activity and includes only stations that have recently authorize.
  - The report is scheduled to be delivered 2x daily, 10:10 am, 3:10pm, including weekends.
  - The list will be pulling for the following states: **TBD**
  - Min\_Elaps\_hours is referring to how long it's been since the last purchase at that location.
  - If 0 is reported in this field, the authorization has occurred within the last hour.
  - Auth\_Cnt is referring to how many transactions took place within that time frame.