

Mileage Express Features (Continued)

- (4) The customer can ensure timeliness and accuracy of mileage reporting.
- (5) Mileage entries update our system "real time."
- (6) The customer can report ending mileages beginning from the first business day of the current month, up to and including, the last business day of the month.
- (7) The customer can elect to stop receiving the mailed Monthly Motor Vehicle Use Record (GSA Form 494) and instead receive a reminder emailed on the 20th of each month.

To obtain additional information on Mileage Express, as well as a copy of the Mileage Express User's Guide, select GSA Fleet Drive-thru at:

fss.gsa.gov/vehicles/leasing

or call the GSA Fleet Drive-thru Assistance Line at (703) 308-1435.

Also available on GSA Fleet Drive-Thru is our inventory reporting system -- Reports Carryout...

The user codes and passwords are the same as are used for Mileage Express. Customers can download vehicle inventory reports by customer number, BOAC, or agency code (nationwide). Information such as region, make, model, current monthly mileage, average monthly mileage, equipment code, vehicle location, fuel type, point of contact, SIN, garaged zip code, and VIN are displayed on the requested inventory report. For more information, select GSA Fleet Drive-thru at fss.gsa.gov/vehicles/leasing and order your report today!



GSA Federal Supply Service



mileage express

GSA Fleet Drive-Thru

Spring 2002

Come visit our **GSA Fleet Drive-thru** website at:

fss.gsa.gov/mileageexpress and see what all the talk is about! It's GSA Fleet's web-based mileage reporting system — **MILEAGE EXPRESS!** And it's so easy to use — GSA Fleet customers can log on the Internet and input vehicle mileages directly into our Fleet Management System database. No other data transfers or paperwork are required. It's that simple!



Who can use Mileage Express?

Any GSA Fleet customer can use Mileage Express. There is no enrollment process involved. All you have to do is contact your servicing Fleet Management Center to obtain your customer number, access code, and a user's guide.



Mileage Express Features...

- (1) Tags are displayed in class and tag order.
- (2) FC, Acct No 1, and Acct No 2 are displayed and can be updated by the customer.
- (3) The customer can see what ending mileage they reported for last month. If the ending mileage was estimated by our database, Mileage Express will display an "EST" next to that mileage.

