

August 23, 2016

TO: Department Heads
Associate Department Heads
Program Leaders
District Extension Administrators

SUBJECT: **Fiscal Year 2017 - Extension Mileage Rate and Fleet Vehicle Reporting**

Effective September 1, 2017, the agency fleet vehicle service center rate will be 40 cents/mile. As stewards of state resources, the agency is required to report monthly on its fleet operations including fuel and maintenance expenditures. Monthly mileage reports and all applicable receipts should be submitted to the AgriLife Fleet Management Office by the 7th working day of each month.

Vehicle reports and receipts may be dropped into Laserfische, "Work In Progress-Fleet", with the file named by unit and month (i.e. DS02-January 2015). Please ensure all reports are legible. It is suggested units retain originals for six months and until notification is received from Laserfische administrators that system is backed up.

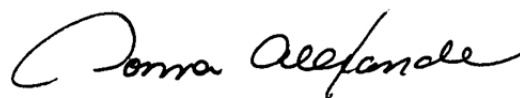
Non-fuel items purchased should exclude sales tax. It is the unit's responsibility to get a corrected receipt for sales tax. It is recommended that a tax exemption form be carried in the vehicle packet, <http://agrilifeas.tamu.edu/documents/01-339.pdf>. Personal items are not allowed on agency fleet credit cards.

As a reminder, the PIN code for using fleet gas cards is the last five digits of the license plates. Please remind those who drive the agency vehicles. Gas cards will not work without the PIN.

Fleet vehicle maintenance and repair expenditures should be charged to the central fleet account (210440-60000), department code FLEET. The purchasing documents may be entered directly into the accounting system. Repairs to fleet vehicles exceeding \$1,500 should be coordinated with the fleet office prior to work being done.

Questions regarding the mileage rate or vehicle reporting requirements should be directed to Mr. Jared Kotch at (979) 845-4791 or email jared.kotch@ag.tamu.edu.

Sincerely,



Donna Alexander
Assistant Director and Chief Financial Officer

xc: Doug Steele