

OFFICE OF THE DIRECTOR

June 22, 2022

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

SUBJECT: **Fiscal Year 2023 - Extension Mileage Rate and Fleet Vehicle Reporting**

The agency maintains a pool of vehicles made available for usage to employees to assist in the productivity of operations. Effective September 1, 2022, the agency fleet vehicle service center rate will be increased to \$.55 per mile.

Monthly mileage reports and all receipts, including fuel and maintenance, must be reported when utilizing the fleet. Reports should be submitted to the AgriLife Fleet Management Office by the seventh working day of each month. Vehicle reports and receipts may be dropped into Laserfiche, "Work in Progress-Fleet" with the file named by unit and month (i.e. ENTO-September 2022). Please ensure all reports are legible. It is recommended units retain originals for six months.

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. 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.

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 \$1,000 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) 314-0951 or email jared.kotch@ag.tamu.edu.

Sincerely,



Donna Alexander
Assistant Agency Director Finance

xc: Rick Avery
Angela Burkham