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 e-mailed on the 20th of each month.

To obtain additional information on Mileage Express, as well as a copy of the GSA Fleet Drive-thru User's Guide, visit: www.gsa.gov/fleetdrivethru or call the GSA Fleet Drive-thru Assistance Line toll free, at (866) 472-6711.

Also available from the Main Menu of GSA Fleet Drive-thru —

Reports Carryout, Speed Pay, and a link to Web Bill. Order a vehicle inventory for your customer number, BOAC, or agency code (nationwide) in Reports Carryout ... or enter a Line of Accounting in Speed Pay. Research and analyze your bill in Web Bill. You can download user guides and brochures directly from the menu, and identifying your servicing Fleet Management Center (FMC) or your Fleet Service Representative (FSR) is only a click away!





GSA Federal Supply Service



Come visit our GSA Fleet Drive-thru Web site at: www.gsa.gov/fleetdrivethru.

The new, streamlined Fleet Drive-thru is easier than ever to use! Any GSA Fleet customer can go to the URL above, click the Fleet Drive-thru link, and enter their Customer Number and Access Code to log in. Select **Mileage Express** at the main menu, and then input vehicle mileages directly into our Fleet Management System database. No enrollment, no paperwork required. Don't know your log in information? Click the Contact Us button for technical support. It's that simple!



Fill in the blanks!

Tired of receiving paper forms? Want to receive e-mail reminders? Need to update your e-mail address? You can do it here!





Mileage Express Features ...

(1) Tags are displayed in class and tag order.

- (2) Fund Code, Acct. No. 1, and Acct. No. 2 are displayed and can be updated by the customer.
- (3) Customers 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.

