

Throughout Fleet Drive-thru, help is only a click away!

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

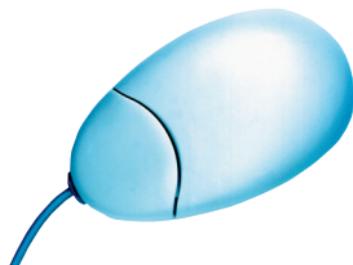
Mileage Express
General Services Administration

Vehicle Mileage Reporting System

This reporting system lets you record your vehicle mileage for all vehicles assigned to you. Field questions/options are described as follows:

- **Do you want to receive GSA Form 494?**
Indicate whether you want the GSA Form 494 to be sent to you by selecting **Yes** or **No** in the field. The GSA Form 494 is used to report your mileage via mail. Mailing instructions are included on the form.
- **Do you want to receive an e-mail reminder to input your vehicle mileages?**
Indicate whether you want to be reminded to enter your vehicle mileage by selecting **Yes** or **No** in the field. The system sends out a reminder on the 20th of each month.
- **This is your e-mail address in our database. Please update if there is a change.**
The window shows the e-mail address included in the database for you. To change this address, highlight the address in the data field and type the correct one. (Note that your e-mail address cannot be more than 50 characters).
- **If you would like to start with a particular vehicle, enter the tag here.**
Enter the license plate tag. Note that all leased government vehicles begin with the letter G.

Close Window



Reports Carryout
General Services Administration

Vehicle Inventory Report

To generate your Vehicle Inventory Report, select from the following options:

Fiscal Year
Select the fiscal year. You can obtain a report for the current or previous year. You can also type the year of the report in the Year field.

Generate the Report By
Select how you want to generate the report. You can create a report by:

- **Customer Number:**
Reports Carryout automatically displays the customer number you used to gain access into GSA Fleet Drive-thru and generates a vehicle inventory report based on this number.
- **Another customer number:**
By selecting the "another customer number" option, you can generate a vehicle inventory report for any particular customer number as long as it is within your agency.
You must also enter the customer number in the Customer Number field.
- **BOAC Number**
The Billed Office Address Code (BOAC) number is a six-character code assigned by the GSA FMCs to identify the address to be billed for services you receive from them.
If you select the BOAC number option, you can generate a vehicle inventory report for any BOAC number within your agency, nationwide.
You must also enter the BOAC number in the BOAC Number field.
- **Agency Number**
This is the "whole picture" option. By selecting the agency number option, you can generate a report for your entire agency, nationwide.
- **By Bureau**
By selecting the Bureau option, you can generate a report by a particular bureau.

Close Window

Mileage Express, Speed Pay, and a link to Web Bill. Enter your monthly odometer reading in Mileage Express 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 main menu. Identifying your Fleet Management Center (FMC) or your Fleet Service Representative (FSR) is an option throughout the application.

GSA Fleet Drive-thru
General Services Administration

Home Main Menu About Fleet Drive-thru Fleet News Contact Us Privacy and Security

Welcome to GSA Fleet Drive-thru!



- Mileage Express
- Reports Carryout
- Speed Pay
- Web Bill
- FMC
- FSR
- Guides
- Log Off



GSA Federal Supply Service

Reports Carryout



Inventory Reporting System

GSA Fleet Drive-thru
Summer 2004

Who can use Reports Carryout?

Reports Carryout is GSA Fleet's web-based inventory reporting system. Any GSA Fleet customer can use Reports Carryout; there is no enrollment process involved. Just contact your servicing Fleet Management Center or Fleet Service Representative to obtain your Customer Number and Access Code. Not sure of your log in information?? Contact the Fleet Drive-thru Assistance Line at (866) 472-6711 for technical support. Then visit www.gsa.gov/fleetdrivethru, click the Fleet Drive-thru link, log in, select Reports Carryout, and place your order. The information will be delivered right to your desk!

The screenshot shows the GSA Fleet Drive-thru website. At the top, there is a navigation bar with links for Home, Main Menu, About Fleet Drive-thru, Fleet News, Contact Us, and Privacy and Security. Below this is a login form with fields for Customer Number and Access Code, and a Log In button. A message below the form says "Enter your customer number (without hyphens) and access code to log in." Below the login form is a banner with images of vehicles and a navigation bar with links for Mileage Express, Reports Carryout, Speed Pay, and Web Bill. Below the banner is a list of services:

Mileage Express	Mileage Express provides you with a quick and easy way to report your vehicle mileage online--no other data transfer or paperwork is required.
Reports Carryout	Reports Carryout allows you to generate a GSA Fleet vehicle inventory report on the internet at any time.
Speed Pay	Speed Pay allows you to enter vehicle accounting information to help simplify bill reconciliation and payments.
Dial-a-Mile	Dial-a-Mile allows you to use your telephone to report vehicle mileage. Just dial the toll-free number (877) 472-3773 to report up to 20 vehicles.
Web Bill	Web Bill allows GSA customers who lease government vehicles or purchase supplies to access billing information via internet. You can download the data in an Excel spreadsheet or PDF files.

What are my options?

You can generate an inventory report based on your customer number, another valid customer number, BOAC number, bureau code, or entire agency. Your report will contain inventory information for vehicles assigned to your agency **only**. You can even get a snapshot of your fleet at fiscal year-end, beginning with FY 2002.

The screenshot shows the Vehicle Inventory System report content. At the top, there is a navigation bar with links for Home, Main Menu, About Fleet Drive-thru, Fleet News, Contact Us, and Privacy and Security. Below this is a sub-navigation bar with links for Mileage Express, Reports Carryout, Speed Pay, Web Bill, FMC, FSR, Guides, and Log Off. The main content area is titled "Vehicle Inventory System" and contains the following information:

Your inventory report includes the following information:

Agency/Bureau Code Class and Tag No Region & FMC Sub-FMC & BOAC VIN & Std Item No Model Name & Year	City & State Garaged Zip Garaged State Contact Name Telephone Number Equipment Code Average Monthly Mileage Previous Month's Mileage Current Monthly Mileage	Date Assigned Fuel Type Monthly Rate Mileage Rate Optional Equipment Monthly Rate Optional Equipment Mileage Rate Acct. No. 1 & 2 Fund Code "Covered" Zip Code Indicator Law Enforcement Indicator
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At the bottom of the content area are buttons for Previous, Next, and Help.

What will Reports Carryout give me?

You will receive a standardized report within 24 hours, via fax or e-mail. E-mailed reports will be in a text format that can be easily opened in Microsoft Excel.

The screenshot shows the Vehicle Inventory Report generation form. At the top, there is a navigation bar with links for Home, Main Menu, About Fleet Drive-thru, Fleet News, Contact Us, and Privacy and Security. Below this is a sub-navigation bar with links for Mileage Express, Reports Carryout, Speed Pay, Web Bill, FMC, FSR, Guides, and Log Off. The main content area is titled "Vehicle Inventory Report" and contains the following information:

Select Options to Generate the Report

Fiscal Year: Current Another Customer No.

Previous BOAC Enter BOAC: 21

Year Agency 21

Bureau Enter Bureau Code:

Report Output

By Email

By Fax

At the bottom of the form are buttons for Submit, Previous, and Help.