



# Mileage Reporting

*GSAFleet.gov User Guide*

Updated August 2024



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# Introduction

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### What is GSAFleet.gov

The General Service Administration Office of Fleet Management's (GSA Fleet) mission is to provide safe, reliable, low-cost vehicle solutions that assist federal agencies in effectively and efficiently meeting their mission and federal mandates. GSA Fleet manages mandatory Government-wide vehicle acquisition programs, provides Federal agencies full-service vehicle leases, and offers short-term vehicle rentals. GSA Fleet users currently use 19 disparate system applications to meet this mission. GSAFleet.gov consolidates those 19 systems into a single integrated system enabling value-added fleet management services through enhanced automation provided to agencies as service offerings to improve their fleet management. GSA Fleet's modernization will allow agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

### Creating an Account and Logging In

This [document](#) details how to create an account in GSAFleet.gov and how to log in.

### Mileage Overview

#### What is mileage reporting?

This mileage reporting tool allows for monthly reporting of mileage on your fleet-leased vehicle. Mileage can only be reported once a month. It can be updated at any time, but must be up-to-date by the **last business day of the month at noon in your time zone.**



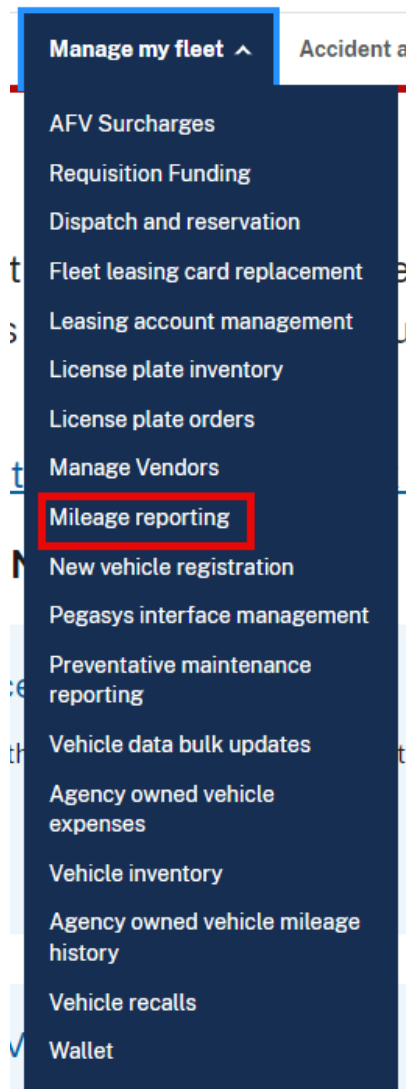
## Reporting and Editing Mileage and Days Used

There are two ways to report and edit mileage and days used on one vehicle in GSAFleet.gov:

- The Mileage Reporting page
- The Mileage History tab in the Vehicle Overview page

### Mileage Reporting Page

**Step 1.** From the home page, select *Mileage Reporting* from the *Manage My Fleet* main menu bar at the top of the screen.



# Mileage Reporting

**Step 2.** Select your desired filters to view your vehicles. You are able to filter by:

- License plate
- VIN
- Agency
- POC Email
- FMC
- Customer account (Legacy customer number)
- Status

[Home](#) > Mileage reporting

## Mileage Reporting

Use this tool to report monthly mileage on your fleet-leased vehicle. Mileage is due the last day of each month and can only be reported once a month. Follow this link to [Bulk Upload Mileage](#), or visit Vehicle Reports Manager tile on the Home page.

For more information, please see the [Mileage Reporting user guide](#) and [How to video](#)

Hide filters

Save all Export

FILTERS	License plate	Previous mileage	Ending mileage	Days used	Mileage status
0 filters applied					
No filters applied					
License plate					
VIN					
Agency					
POC Email					
FMC					
Customer account					
Mileage status					

No data available

## Mileage Reporting

**Step 3.** Once you have selected relevant vehicles, you will have the ability to report mileage for vehicles with ready for update status. There are four statuses available for mileage:

- Telematics: Mileage will be reported by the vehicle's on board telematics device on the 19th of the month.
- Pending: Mileage has been reported. Mileage entered will remain in Pending status until close of business. After close of business, the status will change to Reported.
  - **Note:** Users can edit the reported mileage, days used (optional field), Fund Code, Description 1 & Description 2 fields until **Close of Business**.
  - **Close of business is defined as noon within your time zone. Mileage should be reported by the last business day of the month.**
- Ready for update: Mileage has not been reported. Action is required.
- Reported: Mileage has already been reported. No action is required.

Hide filters
Save all

FILTERS	× <a href="#">Reset all</a>	License plate ↓ ↑	Previous mileage ↓ ↑	Ending mileage	Days used	Mileage status ↓
1 filter applied		> G610916E	10	<input type="text"/>	<input type="text"/>	● Ready for update
Agency		> G430625V	47707	<input type="text"/>	<input type="text"/>	● Ready for update
022 - Agency 22		> G414078S	39932	<input type="text"/>	<input type="text"/>	● Ready for update
License plate		> G820075S	39240	<input type="text"/>	<input type="text"/>	● Ready for update
VIN		> G431985Z	17420	<input type="text"/>	<input type="text"/>	● Ready for update
Agency		> G104036V	22763	<input type="text"/>	<input type="text"/>	● Ready for update
022 - Agency 22		> G633429V	9044	<input type="text"/>	<input type="text"/>	● Ready for update
-Select bureau -		> G320384V	28372	<input type="text"/>	<input type="text"/>	● Ready for update
-Select office -		> G433014V	42746	<input type="text"/>	<input type="text"/>	● Ready for update
-Select agency indicator -						
POC Email						
Customer account						

Each row will display

- License Plate
- Previous Mileage
- Field to report Ending Mileage
- Field to report Days Used
- Status of reporting

## Mileage Reporting

When the row is expanded using the left hand carrot you will be able to view

- Fund Code
- Description 1
- Description 2
- VIN
- Legacy Customer Number
- Customer Account
- Method of Entry of previous mileage (Telematics, GORP/DESC, Average, Estimated, Manual)
- Entered By of previous mileage
- Date Entered of previous mileage

**Step 4.** Reporting ending mileage and days used. Simply enter the vehicle's current odometer reading into the "ending mileage" field. Click the save all button to save your work. Any records you have updated will be saved.

Hide filtersSave all

FILTERS	License plate	Previous mileage	Ending mileage	Days used	Mileage status
1 filter applied	G430625V	47707	47708		Reported
Agency 022 - Agency 22	G610916E	10			Ready for update
License plate	G414078S	39932	45000	20	Ready for update

**Fund code** AD (0 characters left) | **Legacy customer number** 060100221600230

**Description 1** Desc1 (3 characters left) | **Customer account** FT RILEY FLEET MANAGEMENT

**Description 2** Desc2 (3 characters left) | **Method of entry** -

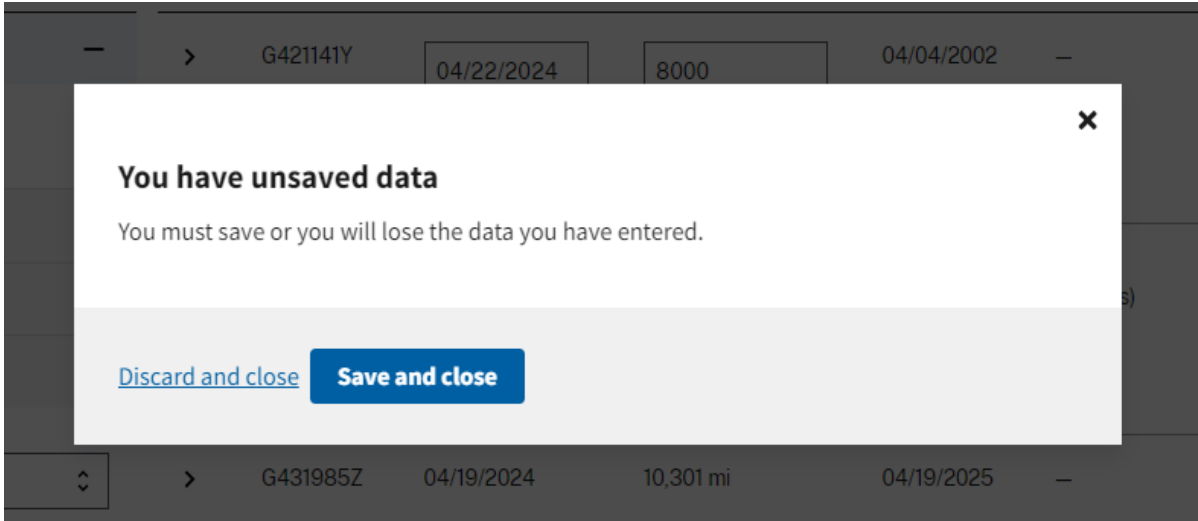
**VIN** 2GNALCEK2G6327581 | **Entered by** Lalit-Bhatia

**Date entered** 07/18/2024

**Note:** The Days Used field is an **optional** customer driven field to record the number of days the vehicle was used during the reporting month. The days entered must be a positive number and cannot exceed the number of days in the reporting month. This field is not used for billing.

## Mileage Reporting

**Step 5.** If you leave the screen without saving your data a warning message will pop-up prompting you to save. If you exit the tab without saving your work, all entered data will be lost.



### Mileage History Tab in the Vehicle Overview Page

**Step 1.** Navigate to an individual vehicle's overview page from the Mileage Reporting Page or from the vehicle search bar on the home page.

Home Task Manager Offerings Manage my fleet Accident and maintenance Marketplace Run reports Resource center Help

---

### Get Started

Here are some links to get you started. Please keep an eye out for new features and updates as we will roll them out regularly.

**Your voice matters.**  
[Help us improve GSAFleet.gov by taking a quick survey.](#)

**Find a vehicle**

 by Federal license plate ⌵  
Search requires 4 characters

### ACCIDENT AND MAINTENANCE

**Accident And Maintenance Program**

Central repository for all accident, third party and repair procurement documentation.

**Maintenance And Repair History**

View maintenance and repair history for all GSA leased vehicles.

**Manage Vendors**

Manage new or existing vendors in Fleet to deactivate, reactivate, or edit the vendor profile.

**Maintenance And Repair Vendors**

View and edit details for all of GSA Fleet's Maintenance and Repair vendors.



## Mileage Reporting

**Step 2.** On the left side of the vehicle overview page, there will be a list of tabs. Select the *Mileage History* tab to open the individual vehicles' mileage history.

ASSIGNED

### Vehicle overview

Contact information

Recalls

1

Registration

Repair orders

Mileage history

Preventative Maintenance

!

Specifications

Telematics

Valuations

Customer driven data

Comments

Rates

Modifications

## Mileage Reporting

**Note:** You can also navigate to an individual vehicle's mileage history by clicking on the black carrot (arrow) on the left side of the row. This will expand the row to view more information about the vehicle. Click on the VIN hyperlink. The page will automatically open on the Mileage History page of the vehicle.

License plate +

VIN +

Agency -

022 - Agency 22

- Select bureau -

- Select office -

v

G414078S 39932

45000

20

● Ready for update

Fund code  0 characters left

Description 1  3 characters left

Description 2  3 characters left

VIN

Legacy customer number 060100221600230

Customer account FT RILEY FLEET MANAGEMENT

Method of entry -

Entered by Lalit-Bhatia

Date entered 07/18/2024

**Step 3.** You will be able to view a list of the mileage history activities in the chart at the bottom of the page by PM date, PM mileage, PM due date, PM due mileage. If you click the carrot, the row will expand to include:

- Mileage date
- Odometer
- Days used (optional field)
- Miles driven
- Mileage status

### Mileage history

Vehicle odometer	Average monthly miles	Estimated months			
<b>333</b> <small>as of 08/02/2024</small>	<b>15</b>	<b>0</b> <small>months</small>	<a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 4px;">+ Add new mileage record</a>		
↕ Mileage date	Odometer	Days used	Miles driven	↕ Mileage status	Actions
> 08/02/2024	333	0	83	● Reported	...
> 07/18/2024	250		-14,399	● Reported	...
> 06/28/2024	14,649		629	● Reported	...
> 05/28/2024	14,020		313	● Reported	...

## Mileage Reporting

**Step 4.** To view more information on a specific mileage entry, select the carrot next to the entry. This will show you the legacy customer number, method of entry, the user that entered it, and the date of entry.

### Mileage history

Vehicle odometer

**333**

as of 08/02/2024

Average monthly miles

**15**

Estimated months

**0**

months

[+ Add new mileage record](#)

↕ Mileage date	Odometer	Days used	Miles driven	↕ Mileage status	Actions	
▼	08/02/2024	333	0	83	● Reported	...

**Legacy customer number** 060100221600230 **User** [vms System User](#)

**Method of entry** Manual **Date of entry** 08/03/2024

**Step 5.** You can also update an individual vehicle's mileage record on this page by selecting the *+Add new mileage record* button.

### Mileage history

Vehicle odometer

**42,121**

as of 07/18/2024

Average monthly miles

**425**

Estimated months

**0**

months

[+ Add new mileage record](#)

↕ Mileage date	Odometer	Days used	Miles driven	↕ Mileage status	Actions	
>	07/18/2024	42,121	12	2,189	● Reported	...
>	06/18/2024	39,932	1		● Reported	...

## Mileage Reporting

**Step 6.** A modal will pop up to add your vehicle mileage record. Enter your odometer reading and days used (optional field) into the respective fields. Select the *Save and close* button to save your new mileage record.

The screenshot shows a modal window titled "Add vehicle mileage record" with a close button (X) in the top right corner. The text inside reads: "Add vehicle mileage record for VIN 5NPE24AA5JH712314 in the form below. Required fields are marked with an asterisk (\*)." There are two input fields: "Odometer reading \*" containing the value "30000" and "Days used" containing the value "15". At the bottom left is a "Cancel" link, and at the bottom right is a blue "Save and close" button, which is highlighted with a red box.

**Step 7.** Success! A green banner will appear notifying you that your mileage was successfully saved. The new record will now show as *Pending* in the table at the bottom of the page.



The screenshot shows the "Mileage history" section of a vehicle's profile. On the left is a sidebar with navigation options: "ASSIGNED", "Vehicle overview", "Contact information", "Recalls" (with a notification icon), "Registration", "Repair orders", "Mileage history" (highlighted), "Preventative Maintenance" (with a notification icon), "Specifications", "Telematics", "Valuations", "Customer driven data", and "Comments". The main content area features a green success banner with a checkmark icon and the text "Mileage was successfully submitted." Below this is a summary card with three metrics: "Vehicle odometer" (25,000 as of 07/17/2024), "Average monthly miles" (338), and "Estimated months" (0 months). To the right of the summary card is a blue button labeled "+ Add new mileage record". Below the summary is a table with the following data:

	↓ Mileage date	Odometer	Days used	Miles driven	↓ Mileage status	Actions
>	08/07/2024	30,000	15	5,000	Pending	...
>	07/17/2024	25,000	13	2,237	Reported	...
>	06/20/2024	22,763		450	Reported	...

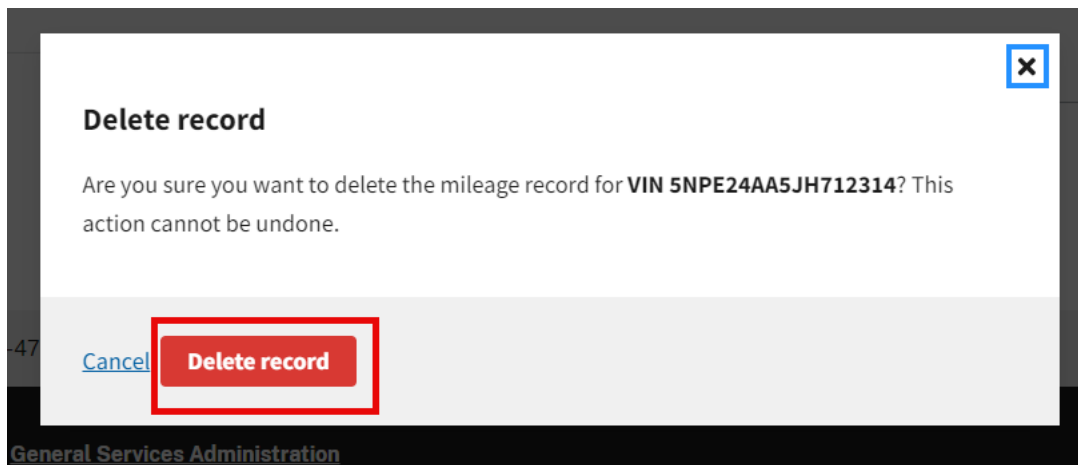
## Mileage Reporting

**Step 8.** To edit or delete a record while it is in *Pending* status, select the ellipses under the *Actions* column of the table. Select either *Edit* or *Delete*. Edit will open the same modal, where you can correct your entry and save.

[+ Add new mileage record](#)

	↕ Mileage date	Odometer	Days used	Miles driven	↕ Mileage status	Actions
>	08/07/2024	30,000	15	5,000	<span style="color: #00a0e3;">●</span> Pending	
>	07/17/2024	25,000	13	2,237	<span style="color: #008000;">●</span> Reported	<div style="border: 1px solid #ccc; padding: 5px; background-color: white; position: absolute; top: 20px; right: 20px; z-index: 10;"><a href="#" style="color: #0056b3; text-decoration: none;">Edit</a> <a href="#" style="color: #0056b3; text-decoration: none;">Delete</a></div>
>	06/20/2024	22,763		450	<span style="color: #008000;">●</span> Reported	

**Step 9.** Deleting a record in pending status will open a separate modal asking if you are sure you would like to delete the record. Select the *Delete record* button in the modal to proceed.



## Mileage Reporting

**Step 10.** Success! A green banner will appear to let you know that you have successfully deleted a record in pending status.

### Mileage history

✓ Mileage record successfully deleted.

Vehicle odometer

**25,000**

as of 07/17/2024

Average monthly miles

**338**

Estimated months

**0**

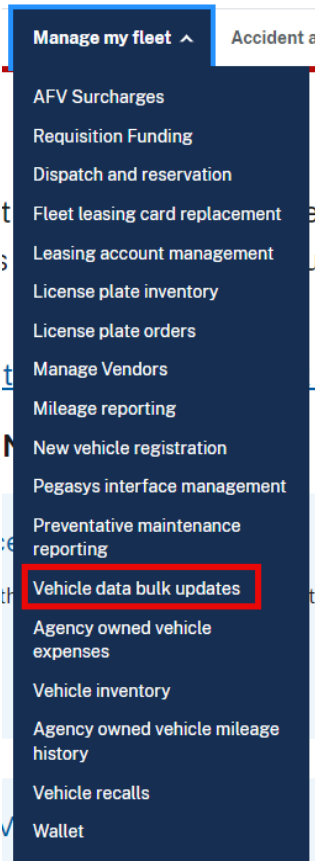
months

+ Add new mileage record

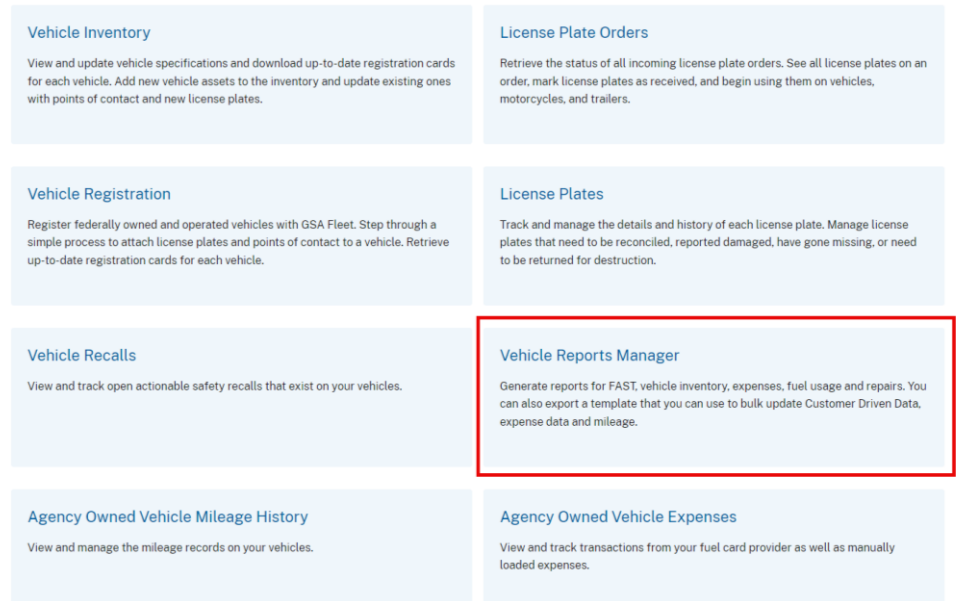
↕ Mileage date	Odometer	Days used	Miles driven	↕ Mileage status	Actions
> 07/17/2024	25,000	13	2,237	● Reported	...

## Bulk Export Mileage

**Step 1.** To do a bulk export of your current month's mileage, you can navigate to the *Manage my fleet* menu and select *Vehicle Data Bulk Updates* from the dropdown, or select the *Vehicle Reports Manager* tile from the *Manage my fleet* section of the home page.



### MANAGE MY FLEET



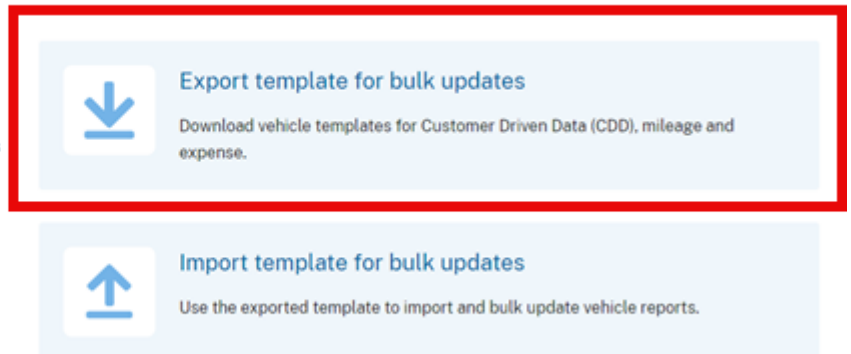
**Step 2.** The *Vehicle Reports Manager* page opens. Select the *Export Template for Bulk Updates* tile.

## Vehicle Reports Manager

### BULK UPDATES

This tool allows you to bulk update the vehicle data.

1. First export the template provided, complete all the required steps
2. Populate the template with vehicle data in your desktop
3. Import the template back to the system



## Mileage Reporting

**Step 3.** The *Export Template for Bulk Updates* page opens. Select *GSA Leased* and then *vehicle mileage data template* from the *available templates* selection. Select *Next*.

### Export Template for Bulk Updates

This tool allows you to export vehicle template for bulk updates. Please complete all the required steps to export the template via an email or download a blank template to your desktop. Once you complete populating the template, please [import the template for bulk updates](#).

For more information, please see the [Vehicle Inventory Management User Guide](#).

Required fields are marked with an asterisk (\*).

↓ [Download blank expense template](#)

↓ [Download mileage template: Agency owned](#)

↓ [Download mileage template: Leased](#)



#### 1 of 2 Template selection

##### Vehicle ownership options \*

Agency owned

GSA leased

##### Choose from available templates \*

Vehicle mileage data template

**Next** →

[Cancel vehicle report](#)

---



# Mileage Reporting

**Step 4.** The Agency field is required and the rest of the fields are not required. To enter a BOAC and/or a Legacy Customer Number, an agency and a bureau must be selected first. Select *Export Report to Email*.

**Note:** Records in the report will only include those that match the scope selected.

## Export Template for Bulk Updates

This tool allows you to export vehicle template for bulk updates. Please complete all the required steps to export the template via an email or download a blank template to your desktop. Once you complete populating the template, please [import the template for bulk updates](#).

For more information, please see the [Vehicle Inventory Management User Guide](#).

Required fields are marked with an asterisk (\*).

[Download blank expense template](#)   [Download mileage template: Agency owned](#)   [Download mileage template: Leased](#)

### Template

GSA Leased

Vehicle mileage data template

1

Template selection

2

Agency selection

2

of 2 Agency selection

### Agency selection

Records in the report will only include those that match the scope selected below.

Agency \*

-Select-

Bureau

-Select-

BOAC

Select an Agency and Bureau first

Legacy customer number

Select an Agency and Bureau first

Agency indicator

-Select-

← Previous

✓ Export report to email

[Cancel vehicle report](#)

## Mileage Reporting

**Step 5.** A green banner will appear at the top of the screen stating the export has been initiated.

### ✔ Export Initiated x

The report you've created is now being processed for export and will be emailed to you upon completion. Depending on the file size, this may take up to 15 minutes or more. If you experience technical difficulties exporting, please contact the GSA Fleet Technical Support team at [fleet.helpdesk@gsa.gov](mailto:fleet.helpdesk@gsa.gov) or [866-472-6711](tel:866-472-6711) from 8:00 a.m. - 7:00 p.m. ET, Monday-Friday.

**Step 6.** Once you receive the email from GSAFleet.gov, please note that the link will expire in 7 days.



## Your data export is ready

### Mileages

The data you requested via GSAFleet.gov is now available for download from the following link:

[Mileage\\_06242024\\_120647.xlsx](#)

Please note: the link will expire in 7 days. If you cannot access this link, copy and paste the entire URL into your browser:

[https://s3.amazonaws.com/afp-doc-store-test/vms/report-export/\\_4b3e007a-d5eb-4bb8-ad2a-03a59a510d90/Mileage\\_06242024\\_120647.xlsx?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAZNFGBWNZ4CZKKOWW%2F20240624%2Fus-east-1%2Fs3%2Faws4\\_request&X-Amz-Date=20240624T180736Z&X-Amz-Expires=604800&X-Amz-Signature=d17f3de263e5720aa6c104faedf5640d55834a1f007f56ec62e9aaf929441ef8&X-Amz-SignedHeaders=host&response-content-type=application%2Fvnd.openxmlformats-officedocument.spreadsheetml.sheet](https://s3.amazonaws.com/afp-doc-store-test/vms/report-export/_4b3e007a-d5eb-4bb8-ad2a-03a59a510d90/Mileage_06242024_120647.xlsx?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAZNFGBWNZ4CZKKOWW%2F20240624%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Date=20240624T180736Z&X-Amz-Expires=604800&X-Amz-Signature=d17f3de263e5720aa6c104faedf5640d55834a1f007f56ec62e9aaf929441ef8&X-Amz-SignedHeaders=host&response-content-type=application%2Fvnd.openxmlformats-officedocument.spreadsheetml.sheet)

If you have any difficulties, please try your export again or contact GSA Fleet Technical support at 866-472-6711 from 8:00 a.m. – 7:00 p.m. ET, Monday-Friday. Or email [fleet.helpdesk@gsa.gov](mailto:fleet.helpdesk@gsa.gov)

## Mileage Reporting

**Step 7.** When you click on the link, it will open the Mileage template. The first tab provides instructions on using the Mileage Upload Template, descriptions of each field name, and how to edit data.

	A	B	C	D	E	F	G	H	I
1									
2	Use this Microsoft Excel workbook to import mileage data for GSA Fleet leased vehicles into GSAFleet.gov.								
3	All data imported using this workbook must be associated with an existing VIN in GSAFleet.gov.								
4	The data will be validated once uploaded into GSAFleet.gov.								
5	All successful records will be processed. Records with errors found during upload of this file to GSAFleet.gov will be rejected. Once errors are corrected, upload the file again to correct records.								
6									
7	Below table contains instructions on how to fill out the data in the "Mileage Upload Template" worksheet.								
8	Please DO NOT change the data field labels on the first row of the template.								
9	Any edits you make to data in columns D through H will overwrite existing data when you upload the template.								
10	Any data you clear/empty in columns D through H will clear/empty the corresponding data in the database, when you upload the template.								
11									
12	<b>Field Name</b>	License Plate	VIN	BOAC	Fund Code	Description 1	Description 2	Ending Mileage	Days Used
13	<b>Definition</b>	License Plate Number	Vehicle Identification Number	Billed Office Address Code	The Fund Code is a grouping feature on your GSA billing statement.	A field you can use to identify the vehicle on your GSA billing statement.	A field you can use to identify the vehicle on your GSA billing statement.	The current month's odometer reading.	Number of days vehicle was used this month.
14	<b>Format</b>	Read-only field Do not edit, add or delete	Read-only field Do not edit, add or delete	Read-only field Do not edit, add or delete	A1	ABCD1234	ABCD1234	123456	12
15	<b>* Required Field? (Y/N)</b>	Y	Y	Y	N	N	N	Y	N
16	<b>Data Type</b>	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Numeric only	Numeric only
17	<b>Character Limit</b>					2	8	8	6
18	<b>Example</b>	G12345678	1FDXR80U0BVJ10678		123456 G1	F NAME	L NAME	25126	22

The second tab provides the template fields:

- License Plate
- VIN
- BOAC
- Fund Code
- Description 1
- Description 2
- Ending Mileage
- Days Used (optional field)

## Bulk Import Mileage

**Step 1.** To do a bulk import of your current month's mileage, return to the Vehicle Reports Manager. Select Import Template for Bulk Updates tile for a template selection.

### Vehicle Reports Manager

#### BULK UPDATES

This tool allows you to bulk update the vehicle data.

1. First export the template provided, complete all the required steps
2. Populate the template with vehicle data in your desktop
3. Import the template back to the system



#### Export template for bulk updates

Download vehicle templates for Customer Driven Data (CDD), mileage and expense.



#### Import template for bulk updates

Use the exported template to import and bulk update vehicle reports.

**Step 2.** Select *GSA Leased* and select *Vehicle Mileage Data* from the *available templates* selection. Under Supporting File you can either drag a file, or use the Choose From Folder hyperlink. You can then select a file from your desktop. Select Upload. A banner will then appear at the top of the screen stating the import has been completed.

**Note:** This page accepts files in the .xlsx, .xls, and .txt formats and the file should be below 30 megabytes.

#### UPLOAD FILE

Please indicate which vehicle report you would like to update. You must use the template generated from [Export Template for Bulk Update](#).

#### Vehicle ownership options

- Agency owned
- GSA leased

#### Choose from available templates \*

Vehicle mileage data

#### Supporting file \*

Accept .xlsx, .xls, and .txt file below 30 MB

Selected file [Change file](#)

Mileage test.xlsx [Delete](#)

Upload

## Mileage Reporting

**Step 3.** When a banner appears stating that there are errors in the template, click on the Download Error Log hyperlink.

**1 We found some issues with your data**  
Out of 4 records, we were not able to process **2 records**. Download the error log to view the details. Once you address all the errors, please re-upload your report to validate the data.

[Download error log](#)

**Step 4.** Open the error log in .xlsx to view the errors and successes. Make your edits on your Vehicle Mileage Data template and upload the file following instructions in Step 1 and 2.

	A	B	C
1	VIN	Status	Errors
2	1FMCU0EZ9NUB41752	Error	Mileage is already reported for the current month.
3	4S4GUHF68R3733353	Error	Ending mileage is required.
4	1GAZGNFG3L1116658	Success	
5			
6			