



DCAM - FLEET MANAGEMENT DIVISION

PROCESS L002: *Monthly Meter Reading (MMR)*

1. OVERVIEW

- 1.1. All state agencies that lease vehicles from Fleet Management are required to report mileage monthly (Although each Fleet Management vehicle is equipped with an automatic vehicle locating device (AVL) that reports mileage, a manual mileage report must be submitted to the Fleet Management Division (FMD) in order to verify performance of the technology and accuracy of billing).
- 1.2. FMD provides state agencies with a spreadsheet at the beginning of each fiscal year for mileage reporting.

2. COLLECTING REPORT DATA

- 2.1. Agency Fleet Administrator or a driver must physically go to the vehicle and retrieve the actual odometer reading.
 - 2.1.1. Do not get an estimate or guess.
 - 2.1.2. Do not use the reading from the AVL website.
- 2.2. Always record the date and time the mileage reading is documented.

3. COMPLETING SPREADSHEET

- 3.1. FMD staff distributes a new Excel file at the beginning of the fiscal year, or at the time an agency becomes a new customer to FMD.
- 3.2. Use the spreadsheet provided by FMD for the entire fiscal year.
- 3.3. Enter the odometer reading into the Ending Odometer column for the applicable reporting month.
- 3.4. Input the actual date and time the reading was captured in the Timestamp column.
- 3.5. If a new vehicle is acquired after a monthly mileage report is submitted to FMD, add the vehicle on the July worksheet on the next available row.
- 3.6. If a vehicle is returned after a monthly mileage report is submitted to FMD, do not remove it from the spreadsheet. Use the notes section to communicate that the vehicle was returned.

4. SUBMITTING REPORT

- 4.1. Email report to QMR@omes.ok.gov.
- 4.2. Report is due by close of business on the 5th of each month.

5. COMPLIANCE

- 5.1. Failure to comply by the due date may result in inaccurate usage charges.
- 5.2. Failure to comply by the due date may result with agency Fleet Card(s) being deactivated.