



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 2.3	EFFECTIVE DATE: 08/29/1983
TITLE: DOA Fleet Car Reimbursement	REVISION DATE: 11/05/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Department of Administration (DOA) fleet car rates cover the operating costs of the car (i.e., gasoline, maintenance, and repairs). Each time DOA issues a fleet car to an employee, a credit card is also provided for fleet car expenditures. Occasionally, an employee incurs fleet car expenses where a credit card is not accepted. The employee then claims reimbursement for the expenditure on his or her travel voucher. The Bureau of Fiscal Services (BFS) uses this information to submit a billing to DOA on behalf of the division, for reimbursement of the fleet car expenses incurred where a credit card was not accepted. The process prevents the Department from paying twice for expenditures – once through a rate and again through direct charges.

The following procedures are provided to ensure that BFS identifies all fleet car operating expenses for billing to DOA.

PROCEDURES

1. Receipts must be obtained for all fleet car operating expenses paid by employees when the DOA credit card is not accepted. Such receipts will be attached to the travel voucher submitted for reimbursement, and the fleet car number should be referenced.
2. Expenses incurred for fleet car operations should be charged to the following appropriate account class code on the travel voucher:
 - 37000 Gasoline for Vehicle Use
 - 36800 Other Vehicle Expense
3. The Travel Unit staff, within the Accounts Payable/Preaudit Section, will make a copy of the travel voucher and receipt when it is being processed. This information will be used to complete the Invoice Request (F-80921) to bill DOA as these expenses are incurred. Refer to the Invoice Request Instructions (F-80921A) on how to complete the form. There is also an Invoice Request – Supplement (F-80921B).

FORMS

Invoice Request, [F-80921](#)
Invoice Request Instructions, [F-80921A](#)
Invoice Request – Supplement, [F-80921B](#)

CONTACTS

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