

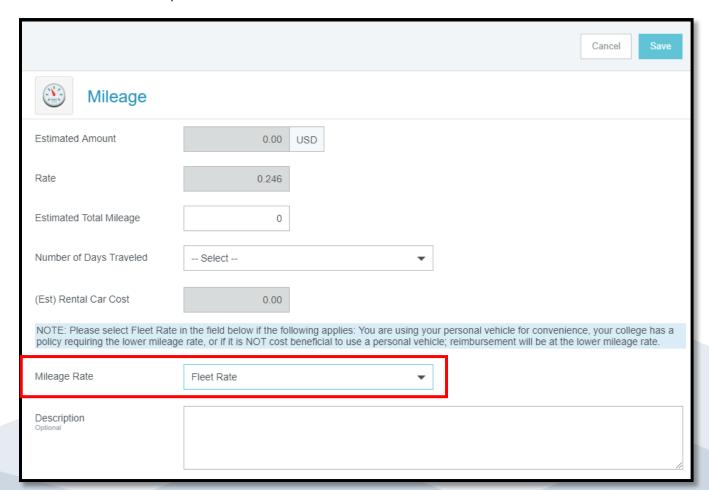
WHAT'S NEW - AUGUST 2018

ENHANCEMENT RELEASE

Fleet Rate option available in the Pre-approval Report Mileage expense screen allowing travelers to estimate their mileage expenses at the Fleet (lower) Rate OR the IRS (higher) Rate.

Please select the Fleet Rate option when any of the following conditions apply:

- College policy requires Fleet Rate
- Personal vehicle elected as a matter of convenience
- Not cost beneficial to use personal vehicle



Additional resources are located on the SSC T&E Public Site.

Assistance is available by the SSC Help Center at 540-591-4000, 877-340-5577, or help@ssc.vccs.edu.