


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

 **Mileage**

Estimated Amount	<input type="text" value="0.00"/> USD
Rate	<input type="text" value="0.246"/>
Estimated Total Mileage	<input type="text" value="0"/>
Number of Days Traveled	<input type="text" value="-- Select --"/>
(Est) Rental Car Cost	<input type="text" value="0.00"/>

NOTE: Please select Fleet Rate in the field below if the following applies: You are using your personal vehicle for convenience, your college has a policy requiring the lower mileage rate, or if it is NOT cost beneficial to use a personal vehicle; reimbursement will be at the lower mileage rate.

Mileage Rate	<input type="text" value="Fleet Rate"/>
Description <small>Optional</small>	<input type="text"/>

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.