

DOCUMENT NAME: GSA Vehicle Billings**DAFIS DOCUMENT TYPE: 48**

1. **Description:** GSA vehicle charges are accrued on a monthly basis and charged to the unit. Adjustments are reflected in the unit's PES reports in subsequent months when actual billings are received. This will include damage charges.
2. **Primary Forms:** Letter of Request
3. **Related Forms:** GSA Form 494, GSA Monthly Mileage Statements
GSA Form 1152, FMS Vehicle Assignment/Termination Transactions
4. **Document Number:** Nonstandard Number - FINCEN assigned.

SAMPLE: 4802031212345002

Document Type	FY Funded	Motor Pool	Vehicle Class	Last 5 digits of License Tag	Month of FY
48	02	03	12	12345	002

5. **Accounting Line:**

SAMPLE: 2/F/201/136/30/0/AB/12345/2171

6. **FINCEN Critical Processing Requirements:** The Acct 1 and Acct 2 blocks on the GSA Form 1152 and the Account No. 1 and Account No. 2 blocks on the GSA Form 494 must be filled out according to paragraphs 9 "d" and "e." This information must also be a part of your request letter.
7. **Other Information:** The following codes are used on GSA Vehicle Billings:
 - A1: a permanent vehicle assigned to a unit.
 - D1: a GSA dispatched vehicle (similar to a short term rental vehicle). The driver's name should appear in the "building" and the "project" blocks.
 - D2: a commercial rental dispatched by GSA. GSA 'hires' the vehicle from a commercial company (e.g., Hertz, Avis, etc.).
 - AS: a substitute vehicle when your regularly assigned vehicle (see code A1) is being worked on. A GSA 'loaner.' You are only charged for mileage since you will be charged a monthly fee based on the A1 vehicle that is in the shop.
 - V3: a charge for vehicle damage to an assigned vehicle. It carries the same tag number.
 - X2: a miscellaneous labor charge for severe or unusual use. The issuing GSA fleet management center can usually provide on line information giving details of why you are being charged.

8. **LUFS-NT Information:** Standard generic input is made through the Simplified Acquisitions Procedures applet.

- a. Obligations for this document type are not transmitted via LUFS-NT. A hard copy of this document must be mailed to FINCEN so the recurring master can be entered into DAFIS.
- b. This document is entered in LUFS-NT using the Simplified Acquisitions Procedures applet. The suffix will increment by 1 for each new accounting entry starting with 001 regardless of the accounting effective date. To create accounting lines using the same suffix and varying effective dates (quarterly/annual) use the [F7] MOD AMT key when the first accounting line for that suffix is highlighted.

9. Document Flow:

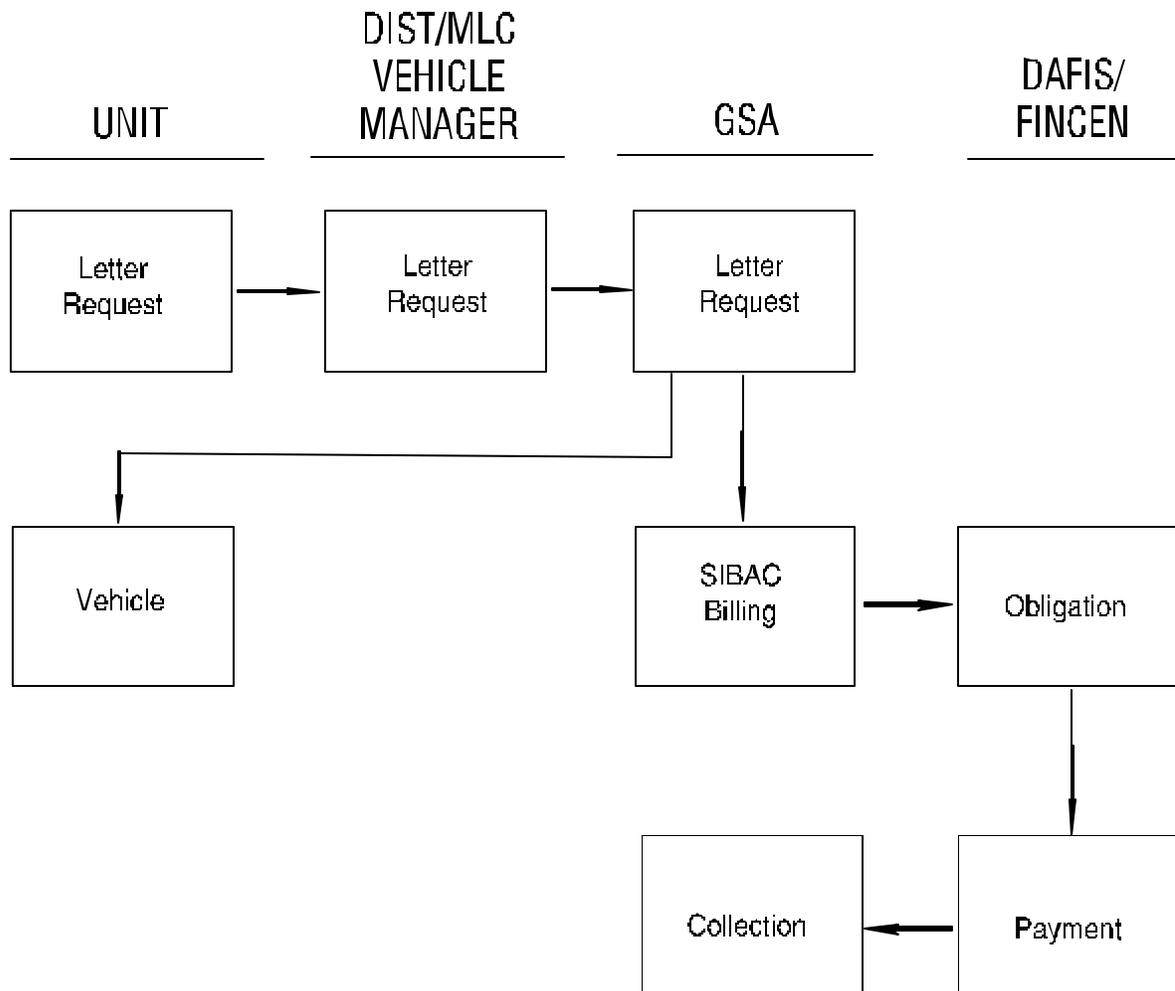


Figure 12G-15 GSA Vehicle Billings

9. a. Figure 12G-15 describes the procedures for processing GSA Vehicle Billings.
- b. The unit submits a request for a GSA vehicle to the District or MLC Vehicle Manager.
- c. If approved, the Vehicle Manager submits the vehicle request to the GSA Regional Fleet Management Center. See paragraph 12. The request to GSA must contain complete accounting data so that the correct unit will be properly charged for vehicle usage.
- d. Managers shall utilize the "Acct 1" and "Acct 2" blocks on the FMS Vehicle Assignment/Termination Transaction document (GSA Form 1152) and the "Account No. 1" and the "Account No. 2" blocks on the GSA Monthly Mileage Statements (GSA Form 494). These blocks can take up to 8 alphanumeric characters and appear on the OPAC billing as "Building Number" and "Project Number". Place the Program Element and the AFC in the account 1 block and place the cost center in the account 2 block. If the vehicle is AC&I funded, don't include the AFC in account 1 to ensure that the entire Program Element fits into the block (i.e., AC&I Program Elements are 6 digits in length). When a new vehicle shows up on an OPAC billing, the "building number" and the "project number" is the first place FINCEN looks to determine the proper account. Having AFC, PE, and cost center information available will ensure recurring charge masters are set up as desired.
- e. You should also ensure through your vehicle manager that your BOAC (Billing Office Address Code) is correct for your units. If your BOAC is wrong, this can cause problems. If you leave the BOAC blank when filling out GSA forms, GSA will usually use the most common BOAC for that geographical location (i.e., D7 could get charged improperly for a MLCLANT Unit located in Florida).
- f. After GSA approval, vehicle managers should then submit a copy of their updated vehicle list to the FINCEN (OGR). This list is used to add new vehicles to a recurring master file at FINCEN.
- g. GSA bills FINCEN via DAFIS, and the appropriate vehicle charges are then reflected in the unit's PES report. Subsequent unit PES reports will contain the monthly accrual charge (based on the previous month's usage) with a second entry showing adjustments for actual charges.
- h. Units should use the PES Reports to review GSA Vehicle billings. In order to determine if GSA rates for various vehicles are correct, contact the District or MLC vehicle manager. To correct or identify specific charges, contact the regional GSA Fleet Management Center.
- i. Units which must make vehicle changes or deletions should send a request to the GSA Regional Fleet Management Center and also notify the District or MLC Vehicle Manager. Contact GSA if the unit continues to be charged for deleted vehicles.
- j. The unit will continue to be charged for the vehicle until GSA makes the requested change. GSA will then credit the unit's Program Element for the overcharged amounts. Do not send incorrect billings/charges to FINCEN as PES report errors.

10. Sample Forms: None.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
4802031212345002	0521	02015FQ44	12345	2171	0.00	450.00	0.00	0.00
4802031212345002	0741	02020FQ44	12345	2171	0.00	450.00-	450.00	0.00
4802031212345002	147F	02030FQ44	12345	2171	0.00	0.00	450.00-	450.00

12. References:

- a. COMDTINST M11240.9, Motor Vehicle Manual.
- b. GSA Customer Assistance Guide.