



DCAM - FLEET MANAGEMENT DIVISION

PROCESS L003: *Vehicle Sharing - Creating Reservations (M5 Motor Pool)*

1. OVERVIEW

1.1. Fleet Management recommends implementation of vehicle sharing when an agency has:

- 1.1.1. Transportation needs but not enough vehicles to assign to each employee,
- 1.1.2. Random need for transportation of several employees,
- 1.1.3. Not enough parking to accommodate all vehicles needed.

1.2. Vehicle sharing allows a larger group of drivers utilize a limited quantity of vehicles without compromising an agency mission assuring at the same time proper utilization of each vehicle.

1.3. Fleet Management provides an online application (M5) to the leasing customers that support that solution.

2. GOAL

2.1. Support agency mission with maximum utilization of state resources (=vehicles)

2.2. Maintain utilization no less than 12,000 miles per year per vehicle

2.3. Avoid time and resource waste caused by underutilization:

- 2.3.1. Prevent vehicle condition deterioration
- 2.3.2. Avoid vehicle value loss due to age and condition
- 2.3.3. Time spent to address service issues, i.e. dead battery
- 2.3.4. Money spent to address repairs

3. BENEFITS OF THE MOTOR POOL

3.1. Saving time and money,

3.2. Getting vehicles fully utilized,

3.3. Knowing where vehicles are at all times.



4. PROCESS

4.1. Employees using the M5 system will be given a unique User Name and Password.

Information - Windows Internet Explorer

http://fleet-app/m5web/presentation/common/CSILogin.aspx?m5site=FleetM5FD

Suggested Sites Free Hotmail Get More Add-ons

4F Maintenance FleetFocus Logon Inform... x Home Feeds (3)

FleetFocus™

Please enter your user information

User name: 123456AZ Change password

Password: ●●●●●●●●

Location:

Remember My Logon Information

***** PRODUCTION *****

WARNING! Unauthorized access to this system is prohibited.
Violators will be prosecuted.
By continuing you acknowledge that you are authorized to use this system.

Continue



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4.2. System enters Home Page. M5 allows creating icon links for frequently used frames. Managing Reservations occurs through Motor Pool Manager. Frames that are used often can be assigned an icon, giving the user one click accessibility to the frame they need to work in.

Home Page - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.aspx?m5site=FleetM5PD&SessKey=5%2d2016014216I158&cnum=

Dept Group/DAF Maintenance Home Page

Fleetfocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu:

Home Page (Version 2.3.0)

- Motor Pool Manager
- Motor Pool Reservation
- Motor Pool Assign Unit
- Unit Main
- Motor Pool Summary
- Motor Pool Invoice
- Motor Pool Dispatch Ticket
- Motor Pool Over Due Report
- Department Main
- Employee Main



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4.3. Menus are provided for navigational ease.

The screenshot displays the Fleetfocus web application interface. The browser window title is "Home Page - Windows Internet Explorer". The address bar shows the URL: <http://fleet-app/m5web/Presentation/outerframe/OuterShell.aspx?m5site=FleetM5PD&SessKey=5%2d2016014216I158&cnum=>. The browser tabs include "Dept Group/DAF Maintenance" and "Home Page". The application header features the "Fleetfocus™" logo and a toolbar with various icons. The user profile section on the left indicates: User ID: 123456AZ, Language: English, Time Zone: CST, Company: DCS, Database: FleetM5PD, and Location: 340000 - HEALTH DEPARTMENT. A "Menu:" dropdown is set to "HEALTH DEPARTMENT", which is expanded to show a list of navigation options: Department Main, Employee Main, Locations with Unit count, Motorpool Units listed by Location, Motor Pool Approval Frame, Motor Pool Assign Unit, Motor Pool Manager, Motor Pool Rental Class, Motor Pool Reservation, Motor Pool Reservation Assignment, Unit Main, Work Order Query, Motor Pool Summary, and Motor Pool Invoice. The main content area, titled "Home Page (Version 2.3.0)", contains a grid of buttons for various functions: Motor Pool Manager, Motor Pool Reservation, Motor Pool Assign Unit, Unit Main, Motor Pool Summary, Motor Pool Invoice, Motor Pool Dispatch Ticket, Motor Pool Over Due Report, Department Main, and Employee Main.



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4.4. Fields highlighted in orange MUST contain information in order to complete the Motor Pool ticket. Click the “New Ticket” button to begin. The system will populate location pickup and return information as well as date and time stamp when the reservation was created.

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information

MP Ticket No.: NEW **New Ticket** Status: Build

Reservation | Pickup/Return | Adjustment History

Pickup Information

Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/25/2012 22:57:58

Return Information

Location: 340000 HEALTH DEPARTMENT
Date/Time:

Equipment Detail

Rental Class:
Unit:
Serial No.:
Tag:
Color:
Where:

Requester Detail

Reserved For:
Department:
Phone No.: Ref No.:
Destination:
Requested By: on:
Reason:
Account No.:

Notes



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4.5. In the Return Information field, enter the estimated return date. A return time is not necessary but helps with planning. When the vehicle is reported returned, M5 will populate the actual time and date of the return. Date entry can be done manually or using the Calendar icon.

The screenshot shows the Fleetfocus web application interface. A calendar dialog box is open, displaying the month of January 2012. The date 01/27/2012 is selected, and the time 23:11:47 is shown below the calendar grid. The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Buttons for OK, Cancel, and Today are visible at the bottom of the calendar dialog. The background shows the Fleetfocus application with a sidebar menu and a main form area containing fields for location, date/time, and requester details.

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Return Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/27/2012 23:11:47

Requester Detail
Reserved For:
Department:
Phone No.: Ref No.:
Destination:
Requested By: on:
Reason:
Account No.:



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4.6. Select the class vehicle preferred for the rental.

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.aspx?m5site=FleetM5PD&SessKey=5%2d20160142161158&num=

Dept Group/DAF Maintenance Motor Pool Manager

Fleetfocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
MP Ticket No.: NEW New Ticket Status: Build

All **Reservation** Pickup/Return Adjustment History

Pickup Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/25/2012 22:57:58

Return Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/27/2012 23:11:47

Equipment Detail
Rental Class:
Unit:
Serial No.:
Tag:
Color:
Where:

Requester Detail
Reserved For:
Department:
Phone No.: Ref No.:
Destination:
Requested By: on:
Reason:
Account No.:

Notes



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4.7. Double click the field; “List of Values” (LOV) provides selections to from.

4.7.1. A field by the icon on the toolbar with the folder and binoculars indicates that LOV is available.

4.7.2. The only options available are the vehicles that are assigned to an agency motor pool.

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information

MP Ticket No.: NEW New Ticket Status: Build

All **Reservation** Pickup/Return Adjustment History

Pickup Information

Location: 340000 HEALTH DEPARTMENT Date/Time: 01/25/2012 22:57:58

Return Information

Location: 340000 HEALTH DEPARTMENT Date/Time: 01/27/2012 23:11:47

Equipment Detail

Rental Class: Unit: Serial No.: Tag: Color: Where:

Notes:

List of Values - Rental Class Codes With Units List for 340000

Search **Rental Class Codes With Units List for 340000** (Versic

Advanced Search

Class: Description:

Class	Description
FULL	FULL
MID	MIDSIZE
MNCVAN	MINI CARGO VAN
MNPVAN	MINI PASS VAN
MXCVAN	MAXI CARGO VAN
MXPVAN	MAXI PASS VAN
PU	PICKUP 1500
PU2	PICKUP 2500
PU4	PICKUP MIDSIZE
SUV	SUV



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4.8. Select a rental class, i.e. "MID" for Midsize

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.aspx?m5site=FleetM5PD&sessKey=5%2d20160142161158&num=

Favorites Suggested Sites Free Hotmail Get More Add-ons

Dept Group/DAF Maintenance Motor Pool Manager Home Feeds (1) Read Mail Print Page Safety Tools

Fleetfocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
MP Ticket No.: NEW New Ticket Status: Build

All **Reservation** Pickup/Return Adjustment History

Pickup Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/25/2012 22:57:58

Return Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/27/2012 23:11:47

Equipment Detail
Rental Class: MID MIDSIZE
Unit:
Serial No.:
Tag:
Color:
Where:

Requester Detail
Reserved For:
Department:
Phone No.: Ref No.:
Destination:
Requested By: on:
Reason:
Account No.:

Notes



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4.9. By double clicking the Unit field, a list of vehicles within the class selected is displayed. If a vehicle that is not available for rental during the date/time of choice, a warning message will be displayed. To avoid this, use the Motor Pool Unit Assign frame first. *Notice the LOV icon is highlighted when in the "Unit" field.

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
 MP Ticket No.: NEW New Ticket Status: Build

Reservation Pickup/Return Adjustment History

Pickup Information
 Location: 340000 HEALTH DEPARTMENT
 Date/Time: 01/25/2012 22:57:58

Return Information
 Location: 340000 HEALTH DEPARTMENT
 Date/Time: 01/27/2012 23:11:47

Equipment Detail
 Rental Class: MID MIDSIZE
 Unit:

Requester Detail
 Reserved For:
 Department:

Serial:

List of Values Motor Pool Available Units for 340000 - Windows Internet Explorer

Motor Pool Available Units for 340000 (Version 2.2.0)

Advanced Search

Number:

↑ Number	Year	Make	Model	Billing C	Rental Cl	Description
05-0001	2006	FORD	TAURUS	MOU340	MID	MIDSIZE
05-0002	2006	DODGE	STRATUS	MOU340	MID	MIDSIZE
05-0003	2005	DODGE	STRATUS	MOU340	MID	MIDSIZE
05-0005	2005	DODGE	STRATUS	MOU340	MID	MIDSIZE
05-0008	2006	DODGE	STRATUS	MOU340	MID	MIDSIZE
05-0012	2004	FORD	TAURUS	MOU340	MID	MIDSIZE

Double click an item to select it. This window automatically close when a selection is made.



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4.10. The Motor Pool Assign Unit frame can be used to “customize” the vehicle that is preferred and/or to see if that preferred unit will be available for use on the days it is needed for this reservation. Clicking on the blue link (“Go Motor Pool Manager”) provides information on a vehicle that is reserved.

Motor Pool Assign Unit (Version 2.2.0)

Motor Pool Assignments (Units with Motor Pool Billing Code type) (Record 4 of 383)

Unit	Year/Make/Model	Tag	Class	Prep Duration Hour(s)	Location	Body Color	Where Now or < Ticket No. >
05-0001	2006 FORD TAURUS	ST 10617	MID	0	340000	SILVER	
05-0002	2005 DODGE STRATUS	ST 11379	MID	0	340000	BLUE	
05-0003	2005 DODGE STRATUS	ST 10790	MID	0	340000	SILVER	
05-0005	2005 DODGE STRATUS	2598580	MID	0	340000	BLUE	12381
05-0008	2006 DODGE STRATUS	ST 11128	MID	0	340000	GRAY	
05-0012	2004 FORD TAURUS	ST 11273	MID	0	340000	WHITE	
05-0013	2002 DODGE INTREPID	2598524	MID	0	340000	WHITE	
05-0014	2000 DODGE STRATUS	2596989	MID	0	340000	WHITE	12382
05-0015	2004 CHEVROLET MALIBU	ST 12931	MID	0	340000	WHITE	
05-0016	2004 CHEVROLET MALIBU	ST 12932	MID	0	340000	WHITE	
05-0017	2004 CHEVROLET MALIBU	ST 10699	MID	0	340000	WHITE	
05-0018	2006 CHEVROLET MALIBU	ST 11538	MID	0	340000	GOLD	
05-0019	2006 FORD TAURUS	ST 10947	MID	0	340000	GRAY	
05-0020	2006 CHEVROLET MALIBU	ST 11197	MID	0	340000	GOLD	
05-0021	2006 CHEVROLET MALIBU	ST 10680	MID	0	340000	SILVER	
05-0022	2006 FORD TAURUS	2598465	MID	0	340000	GRAY	



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- 4.11. When Unit Number is chosen, the remainder of the fields in the Equipment Detail area populates with that vehicles information. Go to the "Reserved For". Enter the Employee Number of the employee that will be driving the vehicle. (PeopleSoft employee number) *Note the LOV is highlighted.

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
MP Ticket No.: NEW New Ticket Status: Build

Reservation Pickup/Return Adjustment History

Pickup Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/25/2012 22:57:58

Return Information
Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/27/2012 23:11:47

Equipment Detail
Rental Class: MID MIDSIZE
Unit: 05-0001 2006 FORD TAURUS
Serial No.: 1FAHP53206A263137
Tag: ST 10617
Color: SILVER
Where:

Requester Detail
Reserved For:
Department: Phone No.: Ref No.:
Destination:
Requested By: on: Reason:
Account No.:

Notes



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- 4.12. The remaining fields do not require data, however, can be filled depending on how much detail a reservation requires. Enter the Employee Number of the employee that will be driving the vehicle. Their agency department will populate automatically. *Note the LOV is highlighted.

Motor Pool Manager - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframe/OuterShell.aspx?m5site=FleetM5PD&SessKey=5%2d20160142161158&cnum=

Motor Pool Manager x Motor Pool Assign Unit

Home Feeds (1) Read Mail Print Page Safety Tools

Fleetfocus™

User ID: 123456AZ
Language: English
Time Zone: CST
Company: DCS
Database: FleetM5PD
Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information

MP Ticket No.: NEW Status: Build

All **Reservation** Pickup/Return Adjustment History

Pickup Information

Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/25/2012 22:57:58

Return Information

Location: 340000 HEALTH DEPARTMENT
Date/Time: 01/27/2012 23:11:47

Equipment Detail

Rental Class: MID MIDSIZE
Unit: 05-0001 2006 FORD TAURUS
Serial No.: 1FAHP53206A263137
Tag: ST 10617
Color: SILVER
Where:

Requester Detail

Reserved For: 111111 SMIT, PATRIC
Department: 340-000 HEALTH DEPARTMENT
Phone No.: Ref No.:
Destination:
Requested By: on:
Reason:
Account No.:

Notes



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4.13. A reservation can now be saved and will return a Motor Pool Ticket Number with a status of "Reserved".

The screenshot displays the 'Motor Pool Manager' (Version 2.5.0-D) interface. At the top, there is a toolbar with various icons. Below the title bar, the 'Motor Pool Information' section shows 'MP Ticket No.: 12635' and 'Status: Reserved', both highlighted with red boxes. A 'New Ticket' button is also visible. Below this, there are tabs for 'All', 'Reservation', 'Pickup/Return', and 'Adjustment History', with 'Reservation' selected. The main area is divided into several sections: 'Pickup Information' (Location: 340000 HEALTH DEPARTMENT, Date/Time: 01/25/2012 22:57:58), 'Return Information' (Location: 340000 HEALTH DEPARTMENT, Date/Time: 01/27/2012 23:11:47), 'Equipment Detail' (Rental Class: MID MIDSIZE, Unit: 05-0001 2006 FORD TAURUS, Serial No.: 1FAHP53206A263137, Tag: ST 10617, Color: SILVER, Where: T#NEW), and 'Requester Detail' (Reserved For: 987654 JANE DOE, Department: 340-000 HEALTH DEPARTMENT, Phone No.: 405-521-0000, Ref No.: , Destination: Tulsa, Requested By: J. Smith on: , Reason: Conference, Account No.:). At the bottom, a 'Notes' section contains the text 'Overnight stay at Marriott Hotel, downtown'.



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4.14. When it is time to pick up the vehicle, go to the "Pickup/Return" tab.

The screenshot shows the Motor Pool Manager web application in a Windows Internet Explorer browser. The browser's address bar shows the URL: `http://fleet-app/m5web/Presentation/outerframe/OuterShell.aspx?m5site=FleetM5PD&SessKey=5%2d20160142161158&crum=`. The browser's title bar reads "Motor Pool Manager - Windows Internet Explorer".

The application interface features a green header with the "Fleetfocus™" logo. On the left side, there is a sidebar with user information: User ID: 123456AZ, Language: English, Time Zone: CST, Company: DCS, Database: FleetM5PD, and Location: 340000 - HEALTH DEPARTMENT. Below this is a "Menu" dropdown set to "Motor Pool" and a list of navigation links including "Motor Pool Manager", "Motor Pool Assign Unit", "Locations with Unit count", "Motor Pool Rental Class", "Motorpool Units listed by Location", "Unit Main", "Unit Items", "Billing Codes", and "Billing Unit/Dept Code Maintenance".

The main content area is titled "Motor Pool Manager (Version 2.5.0-D)". It includes a "Motor Pool Information" section with fields for "MP Ticket No.:" (NEW) and "Status:" (Build). Below this are tabs for "All", "Reservation", "Pickup/Return" (highlighted with a red box), and "Adjustment History".

The "Pickup/Return" tab displays a table with columns: "Date / Time:", "Location:", "Meter 1:", "Meter 2:", "Meter Override:", and "Where Now?:". The table has two rows: "Pick up" and "Return". The "Return" row has a "T# NEW" in the "Where Now?" column.

Below the table are sections for "License / Permit" (with fields for Number, State, and City License No.) and "Return Information" (with checkboxes for Moving Violations and Damage, and a field for Returned By). There is also a "Notes" section with a text area and a "Billing Code:" field.



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- 4.15. By clicking the "Pickup" button, the field populates with a date and time stamp of when the vehicle is picked up by the individual the vehicle was requested for.

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information
MP Ticket No.: 12635 New Ticket Status: Reserved

All Reservation **Pickup/Return** Adjustment History

Unit No.: 05-0001 2006 FORD TAURUS

	Date / Time:	Location:	Meter 1:	Meter 2:	Meter Override:	Where Now?:
Pick up	01/25/2012 22:57:58	340000	74475	0	<input type="checkbox"/>	
Return					<input type="checkbox"/>	T# 12635

License / Permit
Number: _____
State: _____
City License No.: _____

Return Information
Moving Violations:
Damage:
Returned By: _____

Notes



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4.16. Upon saving the ticket, the status of the reservation turns to "Picked Up". By clicking the Motor Pool Ticket icon, a hardcopy of the ticket can be created for the customer before leaving with the vehicle.

Motor Pool Manager (Version 2.5.0-D)

Motor Pool Information

MP Ticket No.: 12635 New Ticket Status: Picked Up

All Reservation **Pickup/Return** Adjustment History

Unit No.: 05-0001 2006 FORD TAURUS

	Date / Time:	Location:	Meter 1:	Meter 2:	Meter Override:	Where Now?:
Pick up	01/26/2012 01:41:57	340000	74475	0	<input type="checkbox"/>	
Return			0	0	<input type="checkbox"/>	T# 12635

License / Permit

Number: _____

State: _____

City License No.: _____

Return Information

Moving Violations:

Damage:

Returned By: _____

Notes



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4.17. Printing reservation ticket is optional.

247DQ/RunImmediate/CE-340247DQ-948574-MpDispatchParm.pdf - Windows Internet Explorer

1 | [Icons] | 75% | Sign | [Icons] | Find

Motor Pool Dispatch Ticket

Report Printed: 01/26/2012 1:58:50 By User: 340247DQ

Motor Pool Ticket:	12635		
Pool Location:	340000		

Unit:	Description:		
License No:	Rental Class:	MID	MIDSIZE

Renter:	SMIT, PATRIC	Phone:	
Department No:	340-000	Department:	HEALTH DEPARTMENT
Account No:			

Reserved By:		Reserve Date:	01/26/2012
Est. Pickup Time:	01/26/2012 1:41:57	Reservation Location:	340000
Est. Return Time:	01/27/2012 23:11:47	Returning Location:	340000
Destination:		Replaces Unit No:	
Reason For Trip:		Reference No:	
Reservation Notes:			

Date/Time Out:	01/26/2012 1:41:57	Pickup Location:	340000
Primary Meter Out:	74475	Secondary Meter Out:	0

COMPLETE WHEN VEHICLE IS PICKED UP

Operator: (Print)	Operator Signature:		
Drivers License No.:	Expires:	License On File:	<input type="checkbox"/>
Pickup Notes:			

COMPLETE WHEN VEHICLE IS RETURNED

Returned Date:	Return Time:		
Primary Meter In:	Secondary Meter In:		
Returned By:	Returned Location:		
Fuel Tank Level (Circle)	E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 F	Violations?	<input type="checkbox"/> <i>If yes, attach violation</i>



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4.18. Upon return, the system calculates the number of hours/days the vehicle was out as well as the number of miles put on the vehicle. When the driver returns the vehicle, the current odometer reading must be reported.

Report Schedule Confirmation - Windows Internet Explorer

http://fleet-app/m5web/Presentation/outerframes/OuterShell.aspx?m5site=FleetM5PD&SessKey=5%2d20160142161158&cnum=

Motor Pool Manager | Report Schedule Confir... | Motor Pool Assign Unit

Fleetfocus™

User ID: 123456AZ
 Language: English
 Time Zone: CST
 Company: DCS
 Database: FleetM5PD
 Location: 340000 - HEALTH DEPARTMENT

Menu: Motor Pool

- Motor Pool Manager
- Motor Pool Assign Unit
- Locations with Unit count
- Motor Pool Rental Class
- Motorpool Units listed by Location
- Unit Main
- Unit Items
- Billing Codes
- Billing Unit/Dept Code Maintenance

Unit No.: 05-0001 | 2006 FORD TAURUS

	Date / Time:	Location:	Meter 1:	Meter 2:	Meter Override	Where Now?:
Pick up	01/26/2012 01:41:57	340000	74475	0	<input type="checkbox"/>	
Return	01/26/2012 09:01:53	340000	74515	0	<input type="checkbox"/>	

License / Permit
 Number:
 State:
 City License No.:

Return Information
 Moving Violations:
 Damage:
 Returned By:

Notes

Billing Code: MOU340 | MOU AGENCY 340
 Billing Method: DAILY | Elapsed Time: 7.332 Hour(s)

Motor Pool Charges

	Quantity	Adjust Qty.	Total:	Free Usage	Rate	Billed Amount
Hours:	7.33	0		0	\$0.00	
Days:	1	0	1	0	\$0.00	\$0.00
Weeks:	1	0		0	\$0.00	
Months:	1	0		0	\$0.00	
Billed Usage:	40			0	\$0.00	\$0.00
Fuel:	0.0				\$0.00	\$0.00
Miscellaneous:						\$0.00
Total:						\$0.00