

Mileage & Bulk-Use Vehicle Expense User Guide

Iowa Department of Administrative Services
Central Procurement & Fleet Services Enterprise
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Des Moines, IA 50319
515-281-5123

System Overview

This user guide is designed for State of Iowa vehicle users and provides clear, step-by-step instructions for entering monthly mileage and bulk-use vehicle expenses into the Fleet Management Information System, Agile. All agencies are required to report these entries monthly to ensure accurate tracking of vehicle usage and associated operating costs per code [8A.362](#).

What are Bulk-Use Vehicle Expenses?

Bulk use vehicle expenses refer to the costs associated with operating a vehicle that are not recorded through WEX fuel card transactions, or direct billed service/repairs.

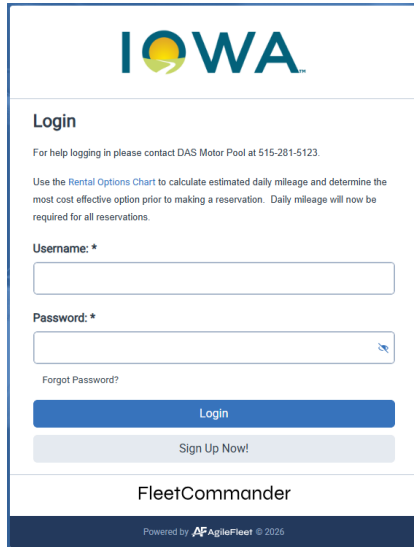
- **Examples of bulk-use vehicle expenses:**
 - Fuel purchases from agency-owned pumps
 - Maintenance or repairs paid for in bulk by the agency
- **Not considered bulk-use expenses:**
 - Transactions automatically recorded through the WEX fuel card system
 - Individually reimbursed employee expenses
 - Repairs or services billed through Edas

Monthly Reporting Requirements:

- Agencies must input each vehicle's monthly mileage and any bulk-use expenses.
- All entries must be entered no later than the **7th** business day of the following month.

System Access:

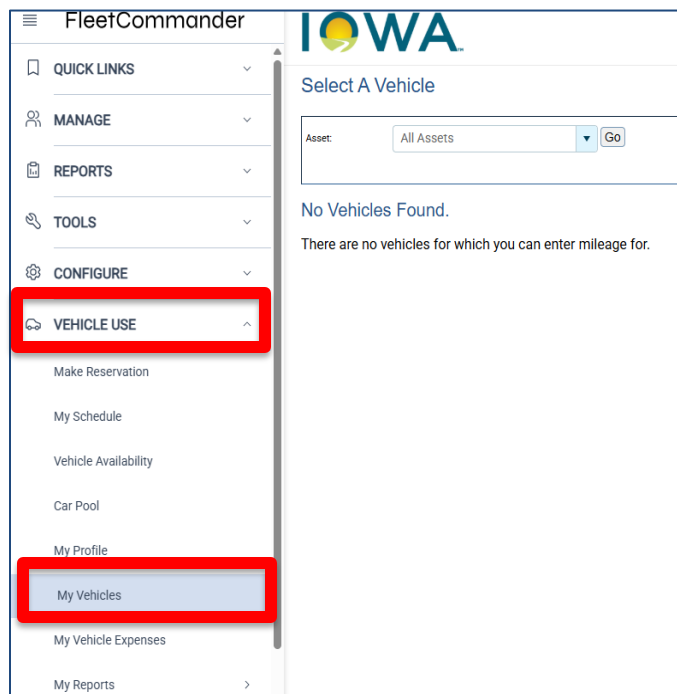
To access the Mileage & Bulk-Use Vehicle Expense Tool. Please login to your FleetCommander account at https://iowa.agilefleet.com/fleetcommander_net/auth/login



The login page features the IOWA logo at the top. Below it is a 'Login' section with a message: 'For help logging in please contact DAS Motor Pool at 515-281-5123.' and a note: 'Use the Rental Options Chart to calculate estimated daily mileage and determine the most cost effective option prior to making a reservation. Daily mileage will now be required for all reservations.' The login form includes fields for 'Username: *' and 'Password: *', a 'Forgot Password?' link, and 'Login' and 'Sign Up Now!' buttons. The footer shows 'FleetCommander' and 'Powered by AF AgileFleet © 2026'.

Mileage Entry

1. Click "Vehicle Use", then "My Vehicles"



The screenshot shows the FleetCommander navigation menu on the left and the main content area on the right. The 'VEHICLE USE' menu item is highlighted with a red box, and its sub-item 'My Vehicles' is also highlighted with a red box. The main content area shows the 'Select A Vehicle' section with a dropdown menu set to 'All Assets' and a 'Go' button. Below this, it states 'No Vehicles Found.' and 'There are no vehicles for which you can enter mileage for.'

2. Select Vehicle:

- In the search bar under Select a Vehicle, enter the vehicle's license plate number, or select a vehicle from the dropdown.
- Click "Go"

FleetCommander

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My Vehicles

My Vehicle Expenses

IOWA

Select A Vehicle

Asset: 100-210124 Go

No Vehicles Found.

There are no vehicles for which you can enter mileage for.

3. Enter Mileage Information:

- Enter the Mileage date and the vehicle's current odometer reading.
- (Optional) Add any comments related to the entry.
- Click Save Changes to submit the information.

Mileage Collection Form

Vehicle	Mileage Date	Mileage	Driver (On Behalf Of)
2685-107672			Mariah.Fucaloro@iowa.gov

Comments:

1000 characters remaining

Cancel (Start Over) Save Changes

Due/Near Due Maintenance

Task	Source/Plan	Due/Near Due	Last Performed		Next Perform	
			Miles	Date	Miles	Date ↑
No Items To Display						

Last 20 Mileage Entries

The list below displays the last 20 mileage entries you have entered for this vehicle.

	Mileage Date ↓	Mileage	Driver (On Behalf Of)	Date Added
✕	04/23/2025 12:00 AM	65,720	Fucaloro, Mariah	04/23/2025 11:21 AM
Comments				

4. After saving:

- Service or maintenance alerts (if due) will appear in the center of the screen.
- A list of the vehicles' last 20 mileage entries will be displayed at the bottom
- To enter mileage for another vehicle, click Cancel (Start Over). This will return you to the vehicle selection screen.

Mileage Collection Form

Vehicle	Mileage Date	Mileage	Driver (On Behalf Of)
2685-107672			All Users

Comments:

1000 characters remaining

Cancel (Start Over)

Save Changes

Due/Near Due Maintenance

Task	Source/Plan	Due/Near Due	Last Performed		Next Perform	
			Miles	Date	Miles	Date ↑

No Items To Display

Last 20 Mileage Entries

The list below displays the last 20 mileage entries you have entered for this vehicle.

		Mileage Date ↓	Mileage	Driver (On Behalf Of)	Date Added
✕		10/27/2022 08:30 PM	36,447		10/28/2022 08:36 AM
	Comments				
✕		10/27/2022 07:00 AM	36,447		10/28/2022 08:36 AM
	Comments				
✕		08/31/2022 06:00 PM	30,419		09/01/2022 08:25 AM
	Comments				
✕		08/31/2022 07:02 AM	30,093		09/01/2022 08:25 AM

Bulk-Use Expenses

1. Click Vehicle Use", then "My Vehicles Expenses"

FleetCommander

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IOWA

Select A Vehicle

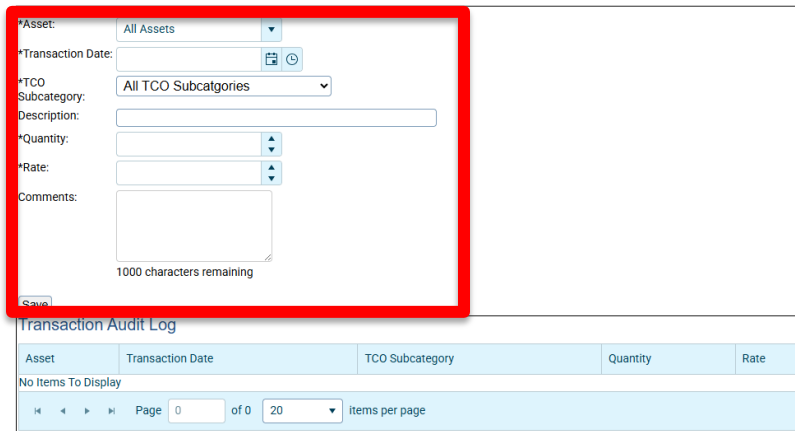
Asset: All Assets Go

No Vehicles Found.

There are no vehicles for which you can enter mileage for.

2. Record Vehicle Expense:

- From the Asset dropdown menu, select the appropriate vehicle.
- Enter the transaction date.
- Choose the relevant TCO subcategory (e.g., Maintenance or Fuel are the ONLY selections to be used).
- In the Description field, specify the part name or fuel type.
- Input the Quantity.
- Enter the Rate (cost per unit).
- (Optional) Add any comments or additional details.
- Click Save to record the expense.



The screenshot shows a web form for recording vehicle expenses. A red rectangular box highlights the following fields: *Asset (dropdown menu showing 'All Assets'), *Transaction Date (calendar icon), *TCO Subcategory (dropdown menu showing 'All TCO Subcategories'), Description (text input field), *Quantity (spin box), *Rate (spin box), and Comments (text area with a '1000 characters remaining' indicator). Below the form is a 'Transaction Audit Log' table with columns: Asset, Transaction Date, TCO Subcategory, Quantity, and Rate. The table currently shows 'No Items To Display'. At the bottom, there is a pagination bar with 'Page 0 of 0' and '20 items per page'.

3. DAS Fleet will review the submitted expense entry and either approve or deny it.

- If denied, an email will be sent with clarifying questions or a request for additional information.

Need Help?

If you have questions or encounter issues, please contact:

DAS Fleet Services

515-281-5123

FleetServices@das.iowa.gov