



AGILE FLEET COMMANDER

Bulk-Use Vehicle Expense Entry Quick Guide

Purpose

Use this process to report vehicle expenses that are not automatically captured through WEX fuel card transactions and direct-billed repairs.

Examples of Bulk-Use Expenses	Do Not Enter
✓ Fuel from Agency-Owned Pumps	✗ WEX Fuel Card Transactions
✓ Agency-Paid Maintenance	✗ Direct-Billed Repairs
✓ Agency-Paid Repairs	✗ Employee Reimbursements

Step 1: Access the System

- Log in to Agile Fleet Commander
- On the left navigation pane, click on **Vehicle Use**
- Click **My Vehicle Expenses**

Step 2: Find the Vehicle

- Search by:
 - License Plate Number,
 - Vehicle Number, or
 - VIN
- Select the correct vehicle

Step 3: Enter Expense Information

- Complete the following fields:
 - Transaction Date
 - TCO Subcategory (Select Fuel or Maintenance ONLY)
 - Description
 - Quantity
 - Rate
- Click **Save** to submit the expense

Review Process

DAS Fleet Services will review all submitted expenses.

If additional information is needed, an email will be sent requesting clarification.

Need Help? Email DAS Fleet Services FleetServices@das.iowa.gov