



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
Washington, D.C. 20224

SMALL BUSINESS/SELF-EMPLOYED

September 25, 2012

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Affected IRM: 4.24.14  
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MEMORANDUM FOR EXCISE FUEL TERRITORY MANAGERS AND EXCISE FUEL  
TERRITORY GROUP MANAGERS

FROM: Holly L. McCann /s/Holly L. McCann  
Chief, Excise Tax Program

SUBJECT: Interim Guidance on the Mandatory Use of the SharePoint  
Mileage Log located on the FCO/A Employee Home Page

This memorandum issues interim guidance for completing mileage logs to record the use of the government-leased trucks by Fuel Compliance Officers (FCOs) and Fuel Compliance Agents (FCAs). Please ensure this memorandum is distributed to all affected employees.

Beginning October 1, 2012 FCOs and FCAs must use the SharePoint Mileage log or its offline version to record use of the government vehicle as well as commuting trips and use of the vehicle outside the employee's tour of duty. The SharePoint Mileage log is located on the FCO/A Employee Home Page. The home page site is referenced at the end of this memorandum. An offline version of the log, specific to each field group will be distributed to the group managers for distribution to the field employees. No other means of recording use of the government vehicle may be submitted as a mileage log.

The mileage log must reflect daily use of the vehicle and must be submitted to the group manager every two weeks in accordance with the Form 3081 reporting cycle. FCOs and FCAs may choose to use the offline version of the SharePoint Mileage log but must "synch" the information to ensure the information is submitted timely. Group managers will continue to review the mileage logs according to the guidelines in IRM 4.24.14, except the period of review will be biweekly instead of monthly.

Most of the input fields in the log are self-explanatory but a few warrant additional instructions:

- Destination field: Employees will record the counties within which inspections were conducted or, at the discretion of the manager, may record another destination indicator such as the farthest point driven or specific towns and cities within which core activities and work errands were performed.

- Reason for Trip Outside TOD Hours: Employees must provide the reason for the use as well as the period of time outside the tour of duty the vehicle was used.
- Truck Other than Regularly Assigned and the Starting Odometer fields: Employees must complete these fields the first time they use the SharePoint Mileage log. After the initial use, the fields will not be used again unless another truck is provided to the employee at which time the employee will select the truck from the dropdown list and record the current odometer reading in the starting odometer field.

The Sharepoint Mileage log provides several advantages over the previous method of recording use of the government vehicle. The input process is simpler and faster for field employees; group managers have the ability to review and comment on the logs online and; the fleet manager will have up to date information for reporting purposes.

A website to address frequently asked questions (FAQ) has been established to answer questions about commuting and the SharePoint mileage log. The website is referenced at the bottom of this memorandum. On the site, the prompt to "Ask a Question" will appear after the user has registered. The link to register appears at the top right corner of the MySB/SE website home page next to the SEID. The link to register also appears by going directly into the website shown below. Click the "register" link to verify the personal information that pre-populates and update any incorrect or missing information. Scroll to the bottom of the page and click on the submit button.

The FCO/A Home Page:

[http://cov0010cpxs01/excise1/HQExcise/FCO\\_WP/FCO\\_MOD/default.aspx](http://cov0010cpxs01/excise1/HQExcise/FCO_WP/FCO_MOD/default.aspx)

The FAQ site is located at:

<http://mysbse.web.irs.gov/Specialty/excise/issues/fco/commutemilelog/default.aspx>

This guidance will be incorporated into IRM 4.24.14 by September 25, 2013.

If you have questions, you may contact Frank Falvo, Excise Policy Program Manager or Doug Sponsler, Excise Fuel Policy Program Analyst.

Cc: [www.irs.gov](http://www.irs.gov)