



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

SMALL BUSINESS/SELF-EMPLOYED

November 20, 2013

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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: Submitting Fleet Card Purchase Receipts to Online Mileage Log

This memorandum issues guidance for submitting receipts for purchases made using the fleet card assigned to each government-leased truck used by fuel compliance officers (FCOs) and fuel compliance agents (FCAs). The memorandum also provides the correct site for the SharePoint Mileage Log Page located within the FCO/A Employee Home Page. Please ensure this memorandum is distributed to all affected employees.

FCOs and FCAs have always been required to submit receipts for all fleet card purchases. This has generally been accomplished by email, however, effective immediately email will no longer be an acceptable method of receipt submission. Instead, these documents must be submitted by uploading to the SharePoint Mileage Log. Uploading receipts to the SharePoint Mileage Log associates each purchase with the specific day the truck was used. This streamlines the log review process and will assist those responsible for managing the fleet. The SharePoint Mileage Log Page is located at:

<https://organization.ds.irsnet.gov/sites/dcse/sbse/specialty/Ex.Cov/FCO.WP/FCO.MOD/Mileage.log/SitePages/Home.aspx>.

The receipts must be associated with the mileage log entry for the day the truck was used and the purchase was made. For example, if the truck was used on October 24 and fuel was purchased on that day, you should load the fuel receipt to associate with the October 24th entry in the mileage log.

Procedure for submitting a receipt to the SharePoint Mileage Log

1. Scan and save the document to be uploaded
2. Select the Attach File (paperclip) icon located within the new entry screen of the SharePoint Mileage log.
3. Select Browse and locate the saved receipt
4. Highlight the saved receipt and select Open then select OK

Procedure for submitting a receipt if the Offline Mileage Log is initially used

Use of the offline version is permitted but you must follow the procedures below to submit receipts to the SharePoint Mileage Log.

First scan and save the receipt and synchronize the offline log to the SharePoint Mileage Log. Then from the SharePoint Mileage Log site:

1. Hold your cursor over the entry you need to edit. An Edit box will appear on the left side.
2. Click within the Edit box
3. Click on the Attach File icon on the menu bar at the top of the log
4. Select Browse and locate the saved receipt
5. Highlight the saved receipt and select Open then select OK

The guidance in this memo will be incorporated into IRM 4.24.14. If you have questions, you may contact Jennifer Butcher, Acting Excise Tax Fuel Policy Program Manager or Doug Sponsler, Excise Fuel Policy Program Analyst.

cc: www.irs.gov