

# Fleet Services

## Billing Information

### Account and Billing Information and Contacts.

#### My Account

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- [Assigned/Leased Vehicles](#)
- [Daily Rental Vehicles \(motor pool\)](#)
- [Shop Charges](#)
- [Charter Bus Trips](#)
- [Parking Charges](#)
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#### Account Changes

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Vehicles Charges - To change your Dafis billing account for vehicle charges, phone 530-752-0787, fax 530-754-9400, or email [VehicleReservation@ad3.ucdavis.edu](mailto:VehicleReservation@ad3.ucdavis.edu) the Fleet Services Vehicle Lease office.

Parking Charges: to change the account charged for parking fees, see [Parking Charges](#) (below).

#### Assigned/Leased Vehicles

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Contact: 530-752-0787

- Billed at month end
- Prorated for partial month
- Rate includes:
  - lease charges
  - fuel charges
  - insurance pass-through costs

To view monthly billing by account number

- Run a DaFIS [Transaction Listing FIS 2](#) Report.
- Fleet billing will have an origin code of MM.
- The order # is your vehicle number.
- Drill down on document # for additional detail.

To view monthly billing by vehicle number

- Run a DaFIS [255](#) report.
- Use Fleet origin code of MM.
- Enter your vehicle # as the document tracking #.
- Run the report.
- Drill down on document# for additional detail.

#### Daily Rental Vehicles (motor pool)

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Contact: phone 530-752-0787

- Billed at month end.
- Rate includes:
  - daily charge
  - per mile charge

#### Shop Charges: (labor, parts, outsourcing)

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Contact: phone 530-752-9669

- Billed via Dafis Interdepartmental Billing (IB) document
- To view monthly billing for a specific account #:

- Run a DaFIS [Transaction Listing FIS 2](#) Report
- Use object code 2300

## Charter Bus Trip Charges

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- Billed via Dafis Interdepartmental Billing (IB) document
- To view monthly billing for a specific account #:
- Run a DaFIS [Transaction Listing FIS 2](#) Report
- Use object code 2301

## Parking Charges

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Contact Transportation and Parking Services ([TAPS](#)), phone: (530) 752-3728

charges a monthly fee for University vehicles to park on campus. Parking charges default to the same DaFIS account used for your assigned/leased vehicle charges. To change the account to one different from the vehicle account, contact TAPS and provide the new account number.

## Federal Rebates

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Contact: phone 530-752-7167

Federal contracts and grants cannot be charged certain "unallowable costs". Fleet Services' rates include some of these unallowable costs and therefore a percentage of our recharges must be rebated back to federal accounts. This is generated by Accounting and Financial Services and will be recorded on your ledger as a credit. If Fleet Services should credit your federal account for a correction to a vehicle rental or lease, Accounting and Financial Services will generate a debit or charge to your account reversing the federal rebate.