

Our monthly billing dates are run from the 16th of the previous month to the 15th of the current month. The only exception is from May 16 to the End of the Year date in June.

Please select “My Reports” under the heading VEHICLE USE. Then click on Reservation Detailed Billing

Adjust the parameters below as needed. Use only the middle section date field as shown below.

Made Between:

07/01/2016 and 12/04/2016 **DO NOT USE**

Reservation Starting Period Between:

(USE THIS SECTION ONLY)

07/01/2016 and 12/04/2016

Reservation Ending Period Between:

07/01/2016 and 12/04/2016 **DO NOT USE**

Asset Name

All Assets

Status

Completed

Usage Type

All Usage Types

Made by me

Remove Check mark if checked

Made for me

Remove Check mark if checked

Show Odometer Detail – **Leave checked**

Only use Include posted and un-posted charges

Sort Order

End of Reservation

Other Site:

Select Virginia Tech Fleet Services

Location

Select Virginia Tech Fleet Services

Max Occupants

All Occupants

Department

Scroll until you find department needed- in the area NONE SELECTED you may enter the first letter of the department- you will then be at the beginning of that letter and scroll to your Department Org #.

Always Generate Report to Excel.