

**MEMORANDUM**

To: Jeri Baker, Director  
Parking & Transportation Services

From: Diana Alexander, Manager  
Cost Accounting

Date: January 18, 2019

Subject: Approval of Fleet Services Billing Rates

We have completed our review of charge rates for the Fleet Service vehicles. Our analysis of the data provided by your office and, where possible, the costs recorded in the university's financial system supports the rates below, which are effective **February 16, 2019**.

The rate schedules below will only be used to determine vehicle charges for internal Virginia Tech customers. Any additional expenses (such as fuel, tolls, and repairs) not included in the daily and long term rates, will be charged separately to customers as incurred.

**Federal Rates:**

The federal rates below are approved for customers paying with federal funding. **The only allowable charges to federal funds are usage fees calculated using the rates below, fuel, and tolls. Long term rates may also include work orders for oil changes, parts, tires, etc. Any additional incurred costs will need to use an alternate departmental funding source.**

<b>Vehicle Class</b>	<b>Daily Rate</b>	<b>Long Term Rate</b>
Small Sedan	\$ 46	\$ 352
Large Sedan	\$ 52	\$ 376
Cargo Van / Truck	\$ 55	\$ 383
7 Passenger Van	\$ 52	\$ 436
12 Passenger Van	\$ 62	\$ 476
Buses (per hour)	\$ 134	N/A

**Non Federal Rates:**

These rates are **NOT** to be used for customers paying with federal funds.

<b>Vehicle Class</b>	<b>Daily Rate</b>	<b>Long Term Rate</b>
Small Sedan	\$ 46	\$ 403
Large Sedan	\$ 60	\$ 427
Cargo Van / Truck	\$ 64	\$ 434
7 Passenger Van	\$ 70	\$ 487
12 Passenger Van	\$ 75	\$ 527
Buses (per hour)	\$ 143	N/A

**Fees:**

The following fees may be charged to departmental funds but are **NOT allowable on federal funds**. In the event these fees are tied to a federally funded reservation, the department using the vehicle will be required to provide Fleet Services with a departmental operating fund for billing purposes.

	<b>Rate</b>
Accident/Damaged Vehicle	\$ 65
Hourly Mechanic Rate	\$ 65
Hourly Cleaning - Extreme Filth	\$ 65
No Show (24 hour notice not given)	Applicable Daily Rate

Since the changes to the vehicle rates will impact the operating budgets of other university departments, our recommendations have been reviewed by the Office of Budget and Financial Planning prior to final approval. Additionally, any adjustments to this department's approved budgets or the assignment of charges and recoveries to departmental funds resulting from this revision to the vehicle rates must be reviewed and approved by the Office of Budget and Financial Planning.

Thank you for contacting the Controller's Office for review of the Fleet Services rates. If you have any questions, please call me at 1-8578.

- cc: Heidi Myers, Business Services
- Jim Hillman, Division of Operations
- Kevin Bush, Business Services
- Carol Bishop, Fleet Services
- Hope Fralin, Fleet Services
- Travis Hundley, Budget and Financial Planning
- Brian Garber, Budget and Financial Planning
- Barbara Starling, Controller's Office