

## Motor Fleet Management (MFM) Vehicles

### What do you need to submit every month for your MFM vehicle?

- State Car Expense – Source of Funds Summary Report
- Travel Log
- Motor Fleet Management (MFM) Rental Invoice (Is not available until the 20<sup>th</sup>-23<sup>rd</sup> of the following month).
- Please provide the above documents for each MFM vehicle in your county by the 5<sup>th</sup> of the 2<sup>nd</sup> month. Ex. June charges – Rental Invoice posts July 20<sup>th</sup>-23<sup>rd</sup> and the documents are due by August 5<sup>th</sup>.

### Completing and remittance of State Car Expense Report.

- Please refer to your MFM Rental Invoice for details needed to complete the Summary Report.
- Fill out all the relevant yellow highlighted fields.  
(Month/Year, MFM Rental Invoice Total, Miles driven, Perm Fuel Fee)
- The spreadsheet your county has been provided will automatically calculate your total based on the fixed monthly lease fee (1,050 miles or less) and the per rate mile for each additional mile exceeding 1,050 miles.
- The “Perm Fuel Fee” on your MFM Rental Invoice is for fuel purchased through the State of North Carolina WEX card provided in your vehicle. This fee is now replacing the \$35 monthly insurance fee. The perm fuel fee will automatically be evenly distributed between the total miles driven once entered into the spreadsheet.

### Using “Source of Funds” to allocate mileage expenses.

- If you would like to be reimbursed for MFM mileage you will need to indicate the project-phase of the source of funds you would like to use.
  - Ex. EFNEP, SNAP ED, 4-H Program, or another project-phase other than your county’s default (the program project-phase for which the vehicle was used).
- If you do not provide an alternative source of funds then the charges will go to the county’s default project-phase.

## Helpful Links

- To access your MFM Rental Invoice:  
[https://webappprd.acs.ncsu.edu/mfmb/faces/main\\_menu.jsp?\\_afPfm=13hvomblgz](https://webappprd.acs.ncsu.edu/mfmb/faces/main_menu.jsp?_afPfm=13hvomblgz)
- To access Travel Log: [https://fleetservices.ncsu.edu/files/2013/12/ncsu\\_travel\\_log.pdf](https://fleetservices.ncsu.edu/files/2013/12/ncsu_travel_log.pdf)
- To find a service providers/fuel stations that accepts WEX card near you:  
<https://www.wexinc.com/accepting-locations/>
- If for any reason a NCSU WEX card, Pcard, or personal credit card is used for a Motor Fleet vehicle then you will need to complete the “North Carolina Department of Administration Motor Fleet Management Reimbursement Request” form. Mail to Motor Fleet Management, 1308 MSC, Raleigh, NC 27699-1308 for reimbursement:  
[https://fleetservices.ncsu.edu/files/2013/12/ncsu\\_reimbursement.pdf](https://fleetservices.ncsu.edu/files/2013/12/ncsu_reimbursement.pdf)