



Fleet Operations On-Line Mileage Reporting

DO NOT USE WITHOUT CONTACTING FLEET OPERATIONS AT 360-664-9210 FOR TRAINING and LOGIN/PASSWORD

1. Log in to Fleet Operations On-Line Mileage System <https://fleet.des.wa.gov/mpmileage>
2. Enter your User ID and Password, and click "Login"
3. Select Data Entry
4. Input License Plate # or select license plate # from drop-down list
5. Tab to Driver # (this field is optional)
 - a. Enter operator's HRMS number. To automatically select the driver currently assigned to this vehicle, click on the "Select Driver" checkbox.
6. Driver Name (this field is optional)
 - a. If the operator/HRMS number is in the Fleet Focus database, the driver's name (and position number, if available) will be automatically entered. If not, enter the driver's name.
7. Position Number (this field is optional)
8. Enter Start Date (click on Calendar)
9. Enter End Date (click on Calendar)
 - a. Cannot be prior to start date
 - b. Cannot be in the future
 - c. Cannot be prior to last month's ending date
10. Enter Start Odometer
 - a. Must be a valid number
 - b. Cannot be greater than 999,999
11. Enter End Odometer
 - a. Must be a valid number
 - b. Cannot be less than start odometer
 - c. Cannot be greater than 999,999
 - d. Cannot be less than last month's ending miles
 - e. Total miles cannot be greater than 8,000
12. Enter Days Used
13. Passenger (this field is optional for number of passengers in vehicle)
14. Destination (this field is optional)
15. Enter Charge Codes
 - a. You may enter up to 10 charge codes (each code must be unique)
 - b. Total percentage must equal 100% before saving data
 - c. 30 characters allowed
16. Enter Percentage

- a. Start and end odometer must be entered first (so the percentage can be calculated correctly.)
 - b. Required if a charge code is entered
 - c. Must be a valid whole number
 - d. Must be between 1 and 100
17. Click on
- a. Submit and enter another usage for same vehicle/driver or Submit – Done with this vehicle/driver

If you have problems using the system or have questions, please contact Fleet Operations at (360) 664-9210 or mpmail@des.wa.gov.