



Understanding how to read your fuel management statement is an important step towards controlling your fuel costs.

Businesses also need to understand the level of control over fueling activity is dependant upon all purchases being made within the system. Every purchase made outside the system degrades your auditing and accounting controls at every level. Not only does it compromise your volume discount potential, it opens the door to slippage, which can cost your business substantially.

**How to Read Your Statement**

1	2	3	4	5	6	7					
Card#	Name	Location of Purchase	Date	Time	ODOM	MPG	Product	Quantity	Discount	Price	Amount
3321152-1	85 Dodge PU - Bill Jones				75030 Opening Odometer						
UH-200	West Oxmoor Road, Birmingham; AL		9/1/2005	8:26	75343	14.2	NO LEAD GAL All Tax	22	D	2.499	54.98
UH-200	West Oxmoor Road, Birmingham; AL		9/2/2005	14:01	75640	11.1	NO LEAD GAL All Tax	26.8	D	2.519	67.51
UH-200	West Oxmoor Road, Birmingham; AL		9/3/2005	11:35	75943	9.4	NO LEAD GAL All Tax	32.2	D	2.569	82.72
3Y-1343	Blount Avenue, Guntersville; AL		9/6/2005	8:15	75986	2	NO LEAD GAL All Tax	21.5	D	2.499	53.73
3Y-1343	Blount Avenue, Guntersville; AL		9/10/2005	0:11	76358	12.3	NO LEAD GAL All Tax	30.2	D	2.489	75.17
UH-200	West Oxmoor Road, Birmingham; AL		9/25/2005	9:46	76717	14.6	NO LEAD GAL All Tax	24.6	D	2.679	65.90
Card Totals								157.3			400.01

- 1 Knowing exactly **where** your drivers are fueling is critical to your fuel management review. Are they where you expected them to be? A quick perusal will tell you if they have fueled in an unexpected location.
- 2 Knowing exactly **when** your drivers are fueling is equally critical. Were they on the job at the time and date listed? This is an excellent tool for detecting abnormal employee activity.
- 3 Odometer readings are essential to the system. It's important to make sure your employees carefully and diligently input this data at each fueling. Drivers that continually refuse to adhere to the request should be considered suspect. Without this data, you can't calculate MPG, and subsequently detect inefficiencies or abuse.
- 4 Knowing exactly **how** many miles per gallon between fueling events is essential for two reasons. First of all, it will expose drivers who put fuel in anything other than your company vehicles. Detectable swings in MPG performance often mean that not all of the fuel is making it into the company asset. Secondly, if the odometer readings have been entered correctly, declining MPG performance can help detect a vehicle that is not functioning properly.
- 5 Complete product descriptions and gallons purchased help manage fueling activity. If you have not implemented product grade restrictions and gallon limits on your employee's activity, contact us for more information.
- 6 Gallons subject to early pay discount is another way our program saves you money.
- 7 Price per transaction with all taxes included. Remember, you are on a wholesale pricing program that has hidden benefits to retail based pricing.

(Continued on next page)

Automated Fuels provides a comprehensive summary of fueling activity at the end of your management statement:

Card# / State Veh.ID	Product	.... Units.... Fuel	Unit Meas	Ex-Tak Amount	Federal Excise	State Excise	State Other	Local Excise	Amount	
3321152-1	85 Dodge PU - Bill Jones	<b>9</b>		<b>10</b>		<b>11</b>				
<b>8</b> AL	NO LEAD GAL All Tax	All Tax	157.3	GAL	341.09	28.94	25.17	3.15	1.67	400.01
Driver Total:			157.3		341.09	28.94	25.17	3.15	1.67	400.01
***** FLEET TOTALS *****										
<b>12</b> AL	NO LEAD GAL All Tax	All Tax	157.3	GAL	341.09	28.94	25.17	3.15	1.67	400.01
Fleet Total:			157.3		341.09	28.94	25.17	3.15	1.67	400.01

- 8** At the end of each billing period you will be able to identify the total purchases of gasoline and diesel by state of purchase, by driver/vehicle.

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- 9** For each state, we provide the total gallons of each product purchased.

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- 10** Total cost of fuel before taxes.

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- 11** Complete breakout of taxes paid by tax type, and state of collection.

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- 12** Complete summary of product purchased by state for your entire company.

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### **Consolidated Purchasing and the Importance of Rate-able Gallons**

Consolidating your fuel purchases with us offers more than the benefit of control and volume discounts. You will also be establishing a rate-able purchasing history.

The world supply of petroleum products is stressed. Events such as natural disasters, political instability, terrorist attacks, and emerging demand from developing countries all have the potential of disrupting the fuel supply chain. In the event our nation's fuel supply becomes allocated, a term we haven't had to use since the 70's, your rate-able gallons will factor into your available fuel supply. It's important to understand; Retail purchases, or purchases made on fuel cards not directly issued by a primary fuel supplier (I.E. Wright Express, Voyager, bankcards) can't establish rate-able gallons for allocation purposes.

In addition, our commercial fueling locations will help insulate your business from the typical chaos that follows disruptive events. Your employees fueling activity will be removed from the general population who will flood retail locations attempting to secure fuel.

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