

Appendix H: VMT Administrative Process

True-Up Process for Station

Daily

- Receive OSU download of all VMT transactions with gallons purchased at participating stations

Monthly

- 1st week of each month, print report of transactions for previous month with net amount due to or due from station
- Review for accuracy and mail report to station.
- Receive monthly gasoline tax report from station on 25th of month and confirm that net amount due to / due from is included as adjustment in the tax report
- Enter amount due to / due from into accounting system

1.5.1.1.1

True-Up Process for Driver Participants

Daily

- Receive / enter transaction data
 - VMT data from OSU download
 - Fuel purchase from non-participating stations via driver mail-in of invoices

Monthly

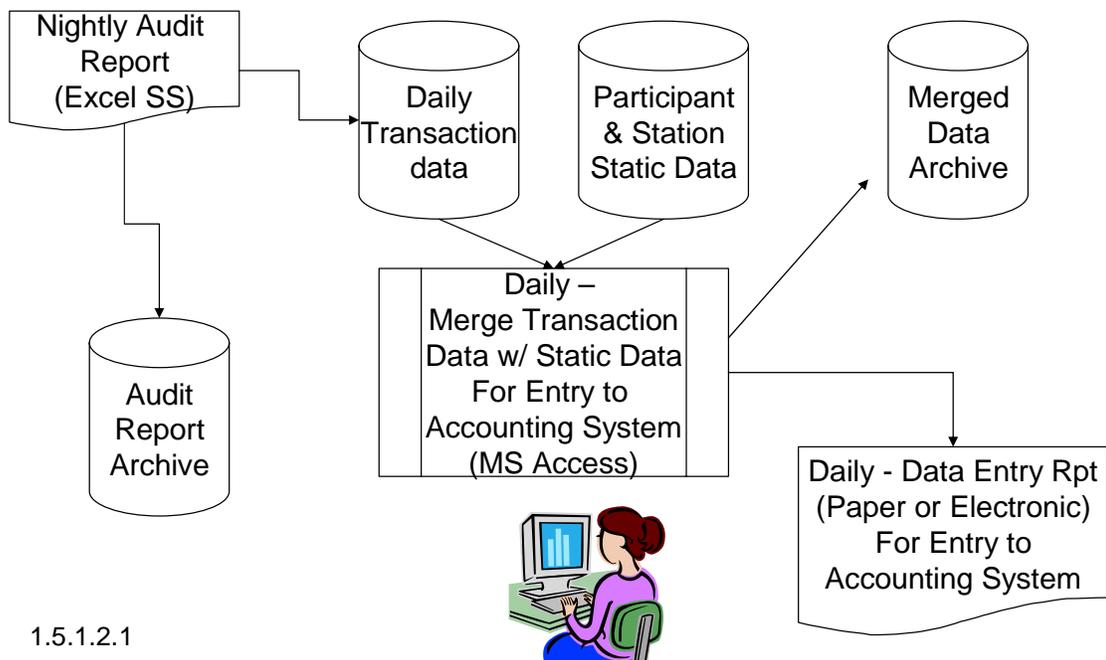
- Print accounts receivable listing from accounting system (*Note – timing of these steps contingent upon method of true-up monthly vs. end of project*)
 - Determine balance due / from for each driver
 - Determine past due / problem accounts
 - Determine who is to be billed / sent a check
 - Cut checks for appropriate participants
 - Print statements of account for all and mail w/ checks

As paid / received

- Record checks cut to and payments received from drivers *Note – timing of these steps contingent upon method of true-up - monthly vs. end of project*

1.5.1.1.2

VMT Data Collection Process



1.5.1.2.1

Data Entry Fields

- OSU download – (merged with static data)
 - Driver ID
 - Station ID / Reader ID
 - Date
 - Rush Hr. Miles
 - Rush Hr. Charge
 - Oregon Miles
 - Oregon Miles Charge
 - Gallons Purchased (if station data record)
 - Total VMT Collected (if station data record)
 - Total VMT Due (if reader data record)

1.5.1.2.1

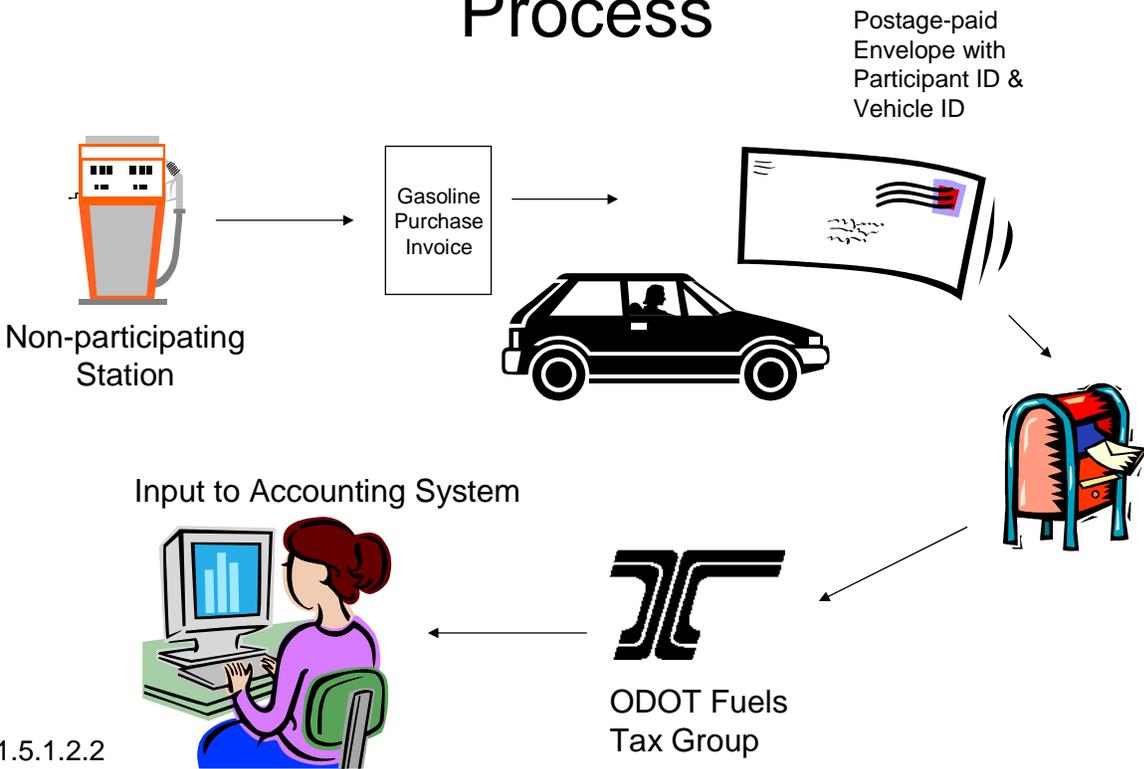
Data Entry Fields (Con't)

Fuels Tax Credit from Gas Purchase Invoice

- Driver ID (from envelope)
- Vehicle ID (from envelope)
- Date of purchase (from invoice)
- Gallons purchased (from invoice)

1.5.1.2.1

Fuels Tax Credit Data Collection Process

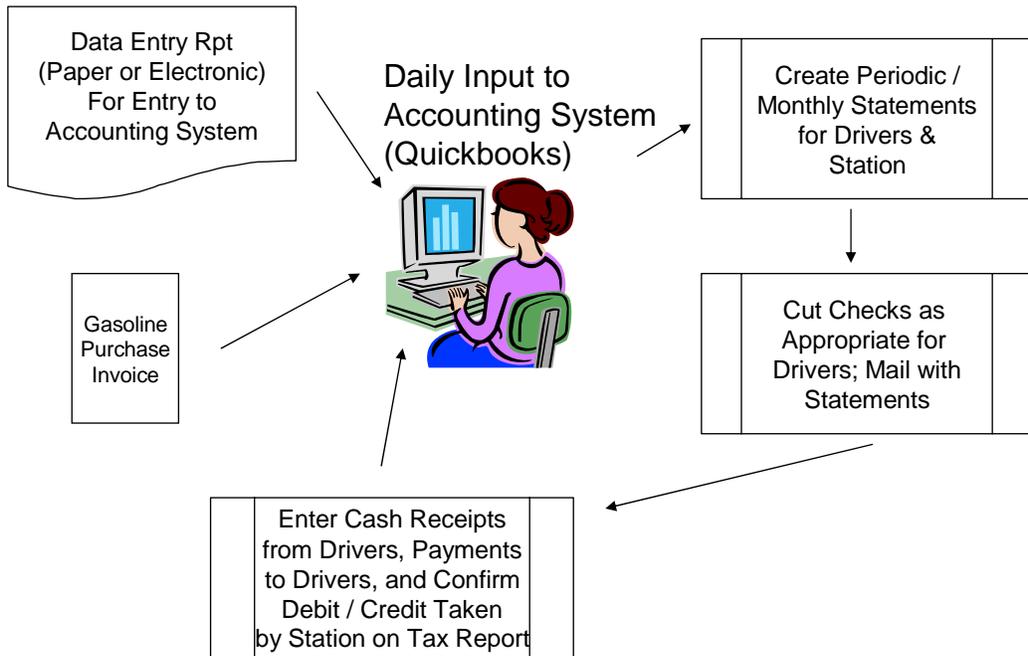


Required Outputs of Accounting System

- Periodic (as needed) statement of activity to Driver Participants
 - Mileage reading charges – by transaction day – by zone
 - Fuel tax credit received / applied
 - True-up payments made to / received from driver
 - Balance due
(True-up and balance due contingent upon method of true-up)
- Monthly report to Participating Station
 - VMT taxes charged / collected by station by location
 - Gallons sold subject to VMT charges
 - Additional \$ due / credit applied to be included on monthly fuels tax report
- As needed
 - Report of due to / due from for all drivers to selectively bill drivers based on amount (may not be necessary – accounting system has similar function)
 - Analysis report – VMT paid vs miles driven per estimated MPG of vehicle

1.5.1.2.3

Input Processes



1.5.1.2.4