

Welcome to GSA Fleet's Desktop Workshop



Audio: Everyone is automatically muted. Listen via your computer audio if possible.



Presentation & Certificate: You can download a copy of the presentation at <https://www.gsa.gov/gsa-fleet-training>

Additionally, a copy of the presentation along with a certificate will be emailed after the session.



Questions: Use the Q&A window to ask questions at any time. You may get a typed response or it may be answered aloud at the end of the presentation.



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Recordings of GSA Fleet Desktop Workshops are available at: <http://bit.ly/DtWRecordings>

Desktop Workshop

FY26 Rate Changes & Billing Reminders

You can download a copy of this presentation at: <https://www.gsa.gov/gsa-fleet-training>

Presented by: Ryan Bhangdia, Reece Clark
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FY26 Rate Changes

Effective October 1, 2025



12% Lease Rate Increase in FY26

Effective October 1, 2025, a 12% aggregate rate increase will be implemented across all Leased vehicles; individual vehicle types will have different changes.

Key Financial Drivers

99%

Increase in M&R costs since FY20

FY25 costs are tracking 7% higher than FY24

56%

Increase in average acquisition price per vehicle since FY20

-24%

Decrease in average used vehicle proceeds since FY22 peak

Lease Rate Increases Are Aggregated

SIN 20

Monthly Rate:

FY25 - \$320
FY26 - \$336 **+5%**

Mileage Rate:

FY25 - \$0.225
FY26 - \$0.250 **+11%**



SIN 9C

Monthly Rate:

FY25 - \$319
FY26 - \$354 **+11%**

Mileage Rate:

FY25 - \$0.161
FY26 - \$0.179 **+11%**



SIN 91

Monthly Rate:

FY25 - \$351
FY26 - \$421 **+20%**

Mileage Rate:

FY25 - \$0.237
FY26 - \$0.244 **+3%**



Short Term Rental Fee Change in FY26

Old Structure

STR Award Amount	Fee
Less than \$701	\$35
\$701-\$5,000	4%
\$5,001-\$10,000	3%
\$10,001-\$50,000	2%
more than \$50,000	1%



New Structure

STR Award Amount	Fee
Less than \$851	\$50
\$851-\$10,000	6%
\$10,001-\$25,000	5%
\$25,001-\$50,000	4%
more than \$50,000	2%

- Aggregate 2% rate increase - first fee increase since FY19!
- Supplemental Fees (ex: Tolls, Accident Damage) will carry a 2% fee beginning in FY26

Purchasing Fee Change in FY26

Old Fee

Express Desk

5% fee for orders placed in August and September, 2% for all other months.

Non-Standard & MAS Assisted Acquisitions

10% fee on the first vehicle, 2% on subsequent vehicles.



New Fee

Express Desk

Fixed 5% fee all year

Non-Standard & MAS Assisted Acquisitions

Fixed 5% fee on all vehicles

Standard Vehicle Purchase Fee remains unchanged at 2%


VCSS and Wallet



What is VCSS?

- GSA enterprise system used for invoice management across all GSA businesses
- VCSS (Vendor and Customer Self Service) allows users to view PDF billing statements, detailed billing reports, and account balances
- Payments **are not** made through VCSS
- BOAC is referred to as Account Code in VCSS
- Each BOAC must be added into VCSS by the customer in order for statements to be viewable
- Reports can be pulled by Fleet business line
- Access at: <https://phdc-pub.gsa.gov/vcssregistration/>

Accessing VCSS

 **Vendor and Customer Self Service**

HomeSystem RequirementsContact UsHelp

- **New! ATTENTION:** GSA Fleet Customers - AFV (Alternative Fuel Vehicle) surcharges have been turned off for the remainder of FY 2014. [+ SHOW DETAILS](#)
- **New!** Tired of looking in multiple locations for information on VCSS and other financial systems? [+ SHOW DETAILS](#)
- **ATTENTION:** VCSS Fleet Customers - Some month-end bills (dated 9/21/2013) included unintended credits as being processed. [+ SHOW DETAILS](#)
- VCSS will only display 999 search results on its web pages. [+ SHOW DETAILS](#)

If you do not do business with GSA as either a vendor or customer, please do not contact GSA to register in VCSS and do not attempt to log in.

System Login

Use this button if you 've already registered for access to use VCSS.

Tip: Be sure to never use the "back" button of your browser while using VCSS.

Registrations & Access Requests

Use this button if you are a new user to VCSS and need to:

- Register new accounts
- Gain access to existing accounts

Support Request

Use this button to create a request that you be removed from an account, or from VCSS. You can also change account administrator status.

Who Wallet Supports

Purchasing



Short Term
Rental



Leasing





All Federal Customers Must Use Wallet



The Basics



A Treasury Account Symbol (TAS) required for all federal customer BOAC(s)



Customers assigned *Finance Officer* role in GSAFleet.gov must maintain financial data on behalf of an Agency, Bureau, or BOAC(s)



Customers maintain accounting information throughout the year and annually with FY change

How Wallet Helps You

DoD agencies can pay
STR-dedicated bills through
IPAC

Civilian agencies can use
different Lines of Accounting for
leasing costs associated with
accidents vs. non-accident costs

DoD vehicle-level Line of
Accounting data will
automatically populate for
replacement vehicles placed
on the same BOAC

Next fiscal year accounting
information can be inputted
early

Wallet Home Screen

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

Hide filters

View LOA Details

Add a new LOA

+ Line of Accounting

FILTERS

0 filters applied	+
Organization	+
Fiscal year	+
Fleet offering	+

Fiscal year	BOAC	Fleet offering	Treasury account symbol (TAS)	Fiscal station number (FSN)	Actions
2023	022000	Leasing - Non accidents	022-2023-2024-9595-001	NA	...
Standard doc number (SDN)			—	Last updated by	Finance Officer Manual
Supplemental accounting information			—	Date	06/22/2023 , 11:49 am
> 2023	022000	Leasing - Accidents	00-000-022-2023-2023-9595-000	NA	...

10 items per page

Displaying 1 - 2 of 2 items

Edit an existing LOA

Filter by Organization, Fiscal Year, or Fleet Offering to find a LOA

Adding a Line of Accounting (LOA)

Add Line of Accounting

Please use the drop down menu below to select the Fiscal Year of your TAS and IPAC data. You may then select your agency and bureau that contains the BOAC(s) you need to add.

BASIC INFORMATION

Fiscal Year *

Agency *

Bureau *

Only agency information that matches your access level will appear

BOAC TO FLEET OFFERING ASSOCIATIONS

BOAC *

Fleet offering *

Please make sure to select an Agency and Bureau first.

The Fleet segments in which a unique line of accounting (TAS & IPAC data) may be applied.

BOAC TO FLEET OFFERING ASSOCIATIONS

BOAC *

Fleet offering *

TREASURY ACCOUNT SYMBOL (TAS)

Sublevel Prefix (SP)

Agency Identifier (AID) *

Beginning Period of Availability (BPOA)

Main Account (MAIN) *

Allocation Transfer Agency (ATA)

Availability Type Code (A) *

Ending Period of Availability (EPOA)

Sub Account (SUB) *

Complete all required fields of the TAS

TAS:

Entering IPAC Information

BOAC IPAC INFORMATION

The Fiscal Station Number may only be applied at the BOAC level.

If it is supplied, the Standard doc number, BCN/OBAN, and Limit must also be populated

Standard Document Number (SDN) ⓘ

Supplemental accounting information ⓘ

54 characters allowed

[Cancel](#)

Submit

Optional IPAC
Information

Enter DoD IPAC Information here

BOAC IPAC INFORMATION

The Fiscal Station Number may only be applied at the BOAC level.

If it is supplied, the Standard doc number, BCN/OBAN, and Limit must also be populated

Fiscal station number (FSN) ⓘ

123456

Standard Document Number (SDN) * ⓘ

test1234

BCN OBAN ASN * ⓘ

1234AA

Limit * ⓘ

0000

Supplemental accounting information ⓘ

54 characters allowed

[Cancel](#)

Submit

Billing Reminders



Billing Reminders

- VCSS is a GSA-wide system that will continue to provide billing details information to GSA Fleet customers
- Statements available online the 5th of the month, showing charges for previous month
- Mileage reporting happens via telematics devices, at the pump, or in [GSAFleet.gov](https://www.gsa.gov/transaction/gsa-fleet)
- Bills are at a BOAC level, meaning all vehicles assigned to a BOAC for that given month will appear on the same billing statement

Frequently Used Sales Codes

Regular / Recurring Charges

- A1** - Monthly, mileage, & optional equipment charge
- X3** - AFV Surcharge
- P1** - Ancillary Telematics Charges
- A8** - Short Term Rental (STR)
- X5** - Charging Station Passthrough

Agency Incurred Expenses (AIE)

- X1** - Correction for A1 errors
- X2** - Misc. (towing, excessive wear, storage, etc)
- U2** - Unauthorized credit card use
- U3** - Fraudulent credit card use
- V3** - Accident repair
- V4** - Turn-in/sales damage

G-Invoicing

GSA Fleet Integration coming
April 2026



What is the impact?

The biggest impacts to GSA Fleet will be related to:

1. **Vehicle purchase process** (non-Leasing only)
2. **Billing** for all Fleet services - Leasing, Purchasing, STR, and Managed Services

GSA Fleet Next Steps

Preparation for full integration with G-Invoicing

Establish GT&Cs	Determine Agency Readiness	Update Wallet	IPAC until G-Invoicing
<p>GSA Fleet is working with agency HQ teams to establish GT&Cs at the highest level possible within each customer agency.</p> <p>Two GT&Cs will be created - one for recurring (EZ) and one for non-recurring (standard seller facilitated) transactions.</p>	<p>GSA Fleet will work with customers to identify those who are ready to integrate order processing in G-Invoicing for GSA Fleet business.</p> <p>Planning for gradual rollout in April 2026 based on readiness and agency size.</p>	<p>GSA Fleet will work with customers to update Wallet.</p> <p>Wallet will record the TAS, ALC, and GT&C, required for G-Invoicing billing records</p>	<p>Until agencies have G-Invoicing details added in Wallet, customers will continue to be billed via current IPAC and/or non-IPAC processes until readiness is achieved.</p>

Training

Communication and training is at the heart of our rollout plan. Today is just the start...

May-June 2025

General G-Invoicing sessions for all Fleet customers and Finance POCs.

Recording online

July 2025 - April 2026

Quarterly Q&A sessions about G-Invoicing.

Registration is open!

February 2026

Desktop Workshop sessions w/ updates on G-Invoicing deployment

Thank you for attending today's Desktop Workshop

For additional information on this topic contact:

FleetBusinessOversight@gsa.gov

Looking for more federal fleet training?

- Check out the Federal Fleet Manager Certification Program - www.gsa.gov/ffmcp
- Register for future GSA Fleet Desktop Workshops - gsa.gov/gsa-fleet-training
- View pastDesktop Workshops at <http://bit.ly/DtWRecordings>



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