

Appendix G: Required Data Elements for Reporting – Fleet Card Program

Government Services – Program Guides by Citibank

The following grid outlines the transaction data to be collected at the point-of-sale. Specifically, it provides the MasterCard Fleet transaction record layout. The fields/data elements contained in the record should be populated with data by the merchant when the transaction is completed.

FIELD NAME	DIGITS	DESCRIPTION
Account Number	16 Numeric	Card account number (assigned to individual or to vehicle).
Average Cost per Mile	4 Numeric	Total dollars spent on fuel (sum of fuel transaction amounts) divided by total miles traveled (final odometer reading minus beginning odometer reading). This is calculated for a specific period (e.g., YTD, MTD).
Average Miles per Gallon	4 Numeric	Calculated for a specific period (e.g., YTD, MTD) by dividing total miles driven in a period by total gallons of fuel purchased in that period.
Begin Odometer	7 Numeric	Ending odometer reading of previous period's report.
Company Account Number	16 Numeric	Account number assigned to company.
Cost per Mile	4 Numeric	Applies to fuel transactions only. Displayed in xx.xx format. Calculated for a specific transaction by dividing the fuel transaction cost by the number of miles driven since the last fueling. Can be calculated for a specific period (e.g., YTD, MTD) by dividing total cost of fuel in that period by total miles driven in a period.
D	1 Alphanumeric	Used for exception reporting. Indicates that transaction took place at a fuel location that does not provide enhanced data. Can be identified by the absence of a Fleet 636 Record from a Fleet/Fuel MCC: 4468, 5499, 5541, 5542, 5983, 7511, 9752.
Date	8 Digits	Transaction date of purchase displayed in MM/DD/YY format.
Driver Name	25 Alpha	Cardholder name assigned to card account number.



Appendix G: Required Data Elements for Reporting – Fleet Card Program

Government Services – Program Guides by Citibank

FIELD NAME	DIGITS	DESCRIPTION
Driver/ID Number	17 Numeric	Only six characters will be used in the U.S. Although the field is alphanumeric in the 635 Record, only numeric numbers may be assigned. 17 digits have been set aside to accommodate international. Specific number assigned by customer to drivers. Driver number is entered at POS if product type code is 3 on the mag stripe. ID number is entered at POS if product type code is 1 on the mag stripe.
Driver License Number	20 Alphanumeric	License number to correspond to each driver. Provided at customer's discretion.
Driver License Expiration Date	8 Digits	Used for drivers only. Expiration date of driver license in MM/DD/YY format (included at the discretion of the customer).
Exceptions	3 Alpha	Indicates whether and what type of exception(s) were recorded for a specific transaction or reporting period.
F	1 Numeric	Used for exception reporting to indicate unauthorized use of full service. Authorization to use full service must be provided by customer. Received in 636 Record in Motor Fuel Service Type field as 1=self service; 2=full service.
Fuel Product	2 Numeric	Abbreviation of fuel product purchased, corresponding to Product Code Conversion Table. Possible values 001-029 and 100-299.
HG	2 Numeric	Used for exception reporting. Indicates that a high grade of fuel was purchased. High grades correspond to Product Code Conversion Table values 002-004, 006-008, 020-022, 025.
Location	30 Alphanumeric	City and state in which transaction occurred.
M	1 Alphanumeric	Exception code for multiple fueling in one day.
MPG		Exception code used to identify MPG fluctuations of 25% or more between transactions. Calculated by subtracting previous MPG from current MPG and dividing remainder by previous MPG. Transaction is an exception if equation result is more than +0.25.
Maintenance Purchased	2 Numeric	Type of maintenance purchased, corresponding to Product Code Conversion Table. Possible values 030-046 and 300-350.
Maximum Fill-Up	1 Numeric	Maximum number of fuel purchases allowed over a specific period of time (i.e., one day, two days) for a specific vehicle. Used for exception checking. Provided by customer.
Maximum Unit Price	5 Numeric	Maximum unit price allowed in format xx.xxx. Used for exception checking. Provided by customer.



Appendix G: Required Data Elements for Reporting – Fleet Card Program

Government Services – Program Guides by Citibank

FIELD NAME	DIGITS	DESCRIPTION
Maximum Transaction Amount	9 Numeric	Maximum amount for a transaction in format x,xxx,xxx.xx. Used for exception checking. Provided by customer. Can support limits at multiple reporting levels.
Maximum Monthly Units	7 Numeric	Maximum monthly units allowed in format xx,xxx.xx. Used for exception checking. Provided by customer. Can support limits at multiple reporting levels.
Maximum Monthly Cost	9 Numeric	Maximum monthly spending allowed in format x,xxx,xxx.xx. Used for exception checking. Provided by customer. Can support limits at multiple reporting levels.
Miles Driven	6 Numeric	Calculated by subtracting previous odometer reading from current odometer reading. Can be calculated for a specific transaction or for a longer period by subtracting first odometer reading of period from last odometer reading of period.
Miles per Gallon	4 Numeric	Applies to motor fuel transactions only. Calculated value by subtracting previous odometer reading from current odometer reading and dividing remainder by number of gallons purchased. MPG can be calculated as an average for a period by dividing total miles driven in the period by total gallons purchased in the period.
Miles per Gallon (max)	3 Numeric	Maximum miles per gallon for a specific vehicle. Used for exception checking.
Miles per Gallon (min)	3 Numeric	Minimum miles per gallon for a specific vehicle. Used for exception checking.
Non-Fuel Description	12 Alphanumeric	Abbreviated description of non-fuel product(s) purchased. Corresponds to codes 030-099 and 300-350 on Product Code Conversion Table.
NF	2 Numeric	For cards restricted to “fuel only.” Exception code used to identify any non-fuel transactions. Can be identified by the receipt of a non-fuel product code—in Format 2 of the 636 Record.
Odometer Reading	7 Numeric	Reading from odometer entered by Cardholder.
Oil Company Brand	4 Numeric	4-digit code used to identify specific brand of fuel purchased. Received in Oil Company Brand Name Field of 636 Record, Format 1. Corresponds to Oil Company Brand/Chain Identifier Table.
P		Exception code used to indicate that price per gallon of fuel exceeds limit. Exception occurs when Unit Price exceeds Maximum Unit Price.
Plate	15 Alphanumeric	Used for vehicles only. License plate number associated with vehicle.



Appendix G: Required Data Elements for Reporting – Fleet Card Program

Government Services – Program Guides by Citibank

FIELD NAME	DIGITS	DESCRIPTION
Plate Expiration Date	8 Digits	Used for vehicles only. Expiration date of license plate in MM/DD/YY format.
Price per Gallon	4 Alpha	Price per gallon of fuel purchased.
Product Abbreviation	12 Alpha	Short description of product associated with transaction. Listed in “Product Purchase Summary” page in sample report package. Product names must be translated from the product codes received from oil companies. The Product Purchase Summary report example gives sample product abbreviations. Received as “Product Code” on 636 Record, Format 1 or 2.
Product	35 Alphanumeric	Long description of product. See Product Purchase Summary page in sample report package for sample product descriptions.
Reporting Area/ Breakdown	25 Alphanumeric	Reporting level (e.g., geographic region, department, company, etc.) identifier. A minimum of three levels of reporting must be supported.
Service Type	1 Numeric	1 = self service; 2 = full service.
State	2 Alpha	State in which transaction takes place.
Tank Capacity	3 Numeric	Maximum number of fuel units that a vehicle can hold. Used for exception checking for a specific vehicle.
Time	5 Numeric	Transaction time of purchase displayed in HH:MM format, using military time.
Time (Beginning)	5 Numeric	Beginning time of authorized fueling period for a specific driver or vehicle. Transactions taking place outside of Time (Beginning) and Time (Ending) are considered exceptions. Exception times provided by customers.
Time (Ending)	5 Numeric	Ending time of authorized fueling period for a specific driver or vehicle. Transactions taking place outside of Time (Beginning) and Time (Ending) are considered exceptions. Exception times provided by customers.
Total Fuel Cost	5 Numeric	Total cost of fuel for a given transaction and period (may be month, month-to-date, year-to-date, or billing period).
Total Non-Fuel Cost	6 Numeric	Total cost of non-fuel purchases for a given transaction and period (may be month, month-to-date, year-to-date, or billing period).
Transaction Amount	9 Numeric	Total amount of transaction.

Appendix G: Required Data Elements for Reporting – Fleet Card Program

Government Services – Program Guides by Citibank

FIELD NAME	DIGITS	DESCRIPTION
Tax Report Identifier	1 Numeric	Code used to identify which type of tax reporting is desired by a customer. 1 = Fuel Purchase Summary by State Report; 2 = Tax Exemption Reporting.
Unit Cost	9 Numeric	For fuel transactions, unit cost received as Motor Fuel Unit price on 636 Record, Format 1. For non-fuel transactions, unit cost derived by dividing Extended Item Amount on 636 Record, Format 2 by Item Quantity.
Units	5 Numeric	Number of units purchased displayed in xxx.xx format. Units are typically associated with gallons purchased to calculate MPG and cost per mile. Received as "Motor Fuel Quantity" on 635/636 Record, Format 1 for fuel transactions or as "Item Quantity" on 636 Record, Format 2 for non-fuel purchases.
V		Exception code used when a vehicle in a fleet has not fueled for an entire reporting period.
Vehicle Description	25 Alphanumeric	Description of vehicle associated with card number.
Vehicle Number	17 Numeric	Only six characters will be used in the U.S. Although the field is alphanumeric in the 635 Record, only numeric numbers may be assigned. 17 digits have been set aside to accommodate international standards for future expansion. User-assigned vehicle identifier, entered by driver if product type code is 2 on the mag stripe. If the card is assigned to a vehicle, then Vehicle Number may be provided by the customer at the time of account opening (if not provided by customer, it may be issuer assigned).
Vehicle Registration Expiration Date	8 Numeric	Date of vehicle's registration expiration in MM/DD/YY format.
Vendor	30 Alphanumeric	Name of merchant associated with transaction.
Vehicle Identification Number (VIN)	17 Alphanumeric	Official vehicle identification number (not Vehicle Number) used for purposes of insurance, legal matters, etc.
WE	1 Numeric	Used to flag weekend purchases as exceptions per request of customer. 1 = Purchases allowed on weekdays only; 2 = Purchases allowed on Monday-Saturday; 3 = Purchases allowed on all days except holidays (holidays based on official MasterCard holiday list); 4 = Purchases allowed on all days except Sundays and holidays (holidays based on official MasterCard holiday list); 5 = Purchases allowed on all days. Also used when fueling time occurs within the Time (Beginning) and Time (Ending) exception period.



Global Transaction Services
www.transactionservices.citigroup.com

© 2007 Citibank, N.A. All rights reserved. Citi and Arc Design and Citibank are service marks of Citigroup Inc., used and registered throughout the world.

183065 GTS24296 07/07

