FLEET FUEL PURCHASE EXCEPTION REPORT

PURPOSE

A fleet fuel purchase exception report helps identify unusual or potentially problematic fuel transactions across a vehicle fleet.

The primary purpose is to flag transactions that deviate from normal patterns or violate established policies, such as:

- Unusual purchase times - Like fueling on the Sunday morning of a three day weekend
- High volume or frequency - Multiple fill-ups in one day or unusually large quantities
- Price anomalies - Significantly higher cost per gallon than local averages
- Vehicle/driver mismatches – Purchases do not match company guidelines
- Duplicate transactions - Multiple charges in a short timeframe

This monitoring also serves several important business functions:

- Fraud prevention - Catching potential misuse like personal vehicle filling or fuel card sharing
- Cost control - Identifying inefficient fuel usage or routes that increase fuel costs
- Compliance - Ensuring drivers follow company fueling policies and procedures
- Fleet optimization - Using the data to improve routing and vehicle assignment
- Maintenance indicators - Unusual fuel consumption might signal vehicle maintenance needs

EXCEPTION PARAMETERS

Auto-Chlor System has established the following exceptions to be identified and flagged on a daily basis:
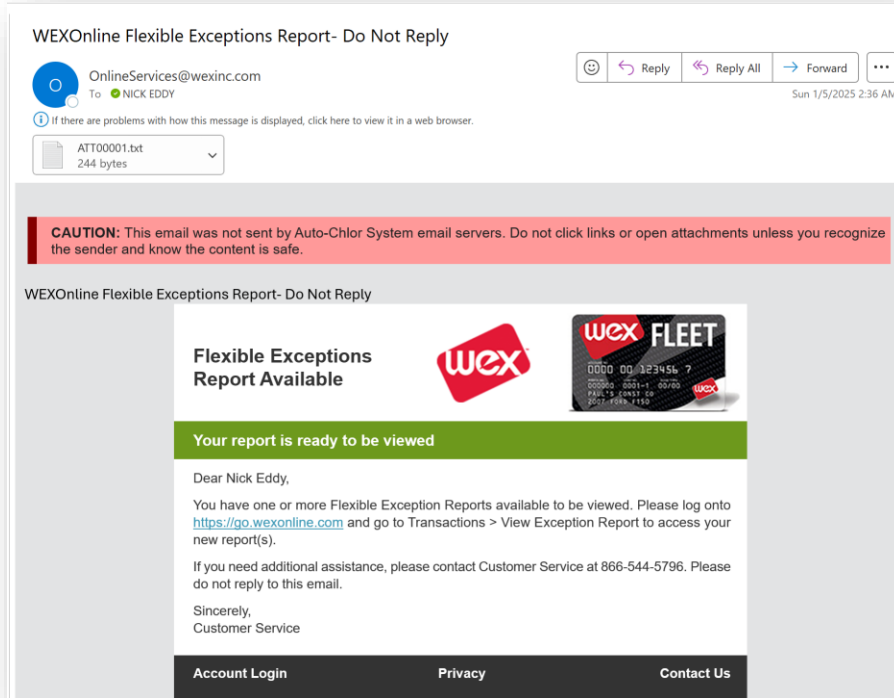
Excepted Purchase Activity	Purpose
Transaction totals exceeding $150.00	*Identify excessive spending*
More than three transactions in any one day	*Identify potential card/user issues or abuse*
Purchases of fuel other than diesel and regular unleaded	*To monitor premium or abnormal purchases for verification of necessity*
Non-fuel purchases	*For clear visibility of discretional spending*
Fuel entries indicating a fuel consumption equals 10 miler per gallon or less	*To identify improper odometer entries, fueling of multiple vehicles, need for repairs, etc.*
Saturday and Sunday purchases	*For visibility and oversight of any weekend activities*
Card is inactive for over a month	*To assist in identifying lost cards to eliminate sharing*

NOTE: According to industry estimates, fleet fuel theft averages around 5-10% of a fleet's annual fuel costs with some sources stating that a typical fleet might experience around 5 gallons of attempted fuel fraud per vehicle per month, which can add up to significant losses over time.
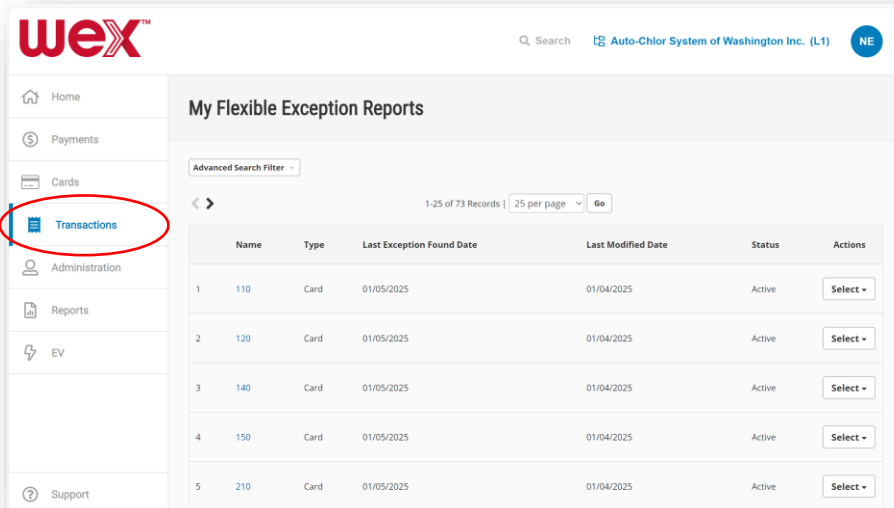
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EXCEPTION REPORT NOTIFICATION AND VIEWING

Each day that an excepted transaction is performed a report is generated. WEX Online Users will receive the notification in the form of an email.

As the directions indicate, once logged in go to **TRANSACTIONS > VIEW EXCEPTION REPORT** to access new reports.

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Once the report to view is located it may be viewed by selecting the "View Report" option in the ACTIONS drop-down.

The excepted transaction will be indicated in the first column of the report.

SUMMARY

A fuel purchase exception report serves as a critical management tool for fleet operations. Through systematic monitoring of fuel transactions, it empowers managers to detect fraud, control costs, ensure policy compliance, and optimize fleet performance. Regular review and follow-up on flagged exceptions helps maintain operational efficiency while protecting against misuse of company resources. This reporting mechanism is essential for maintaining the integrity and efficiency of fleet fuel programs.