How Often Does the Motor Pool Reservation Usage Get Transferred and How is it Viewed -

Motor Pool reservation usage will be imported into the system everyday at 6:00 pm.

To view the reservations go to the Main Menu and under the Billing section select "Bill Preview", then search on your department and click on the "Total current usage charges" link. You may view the details of the activity by selecting the "View" link on the right-hand side of the page.