


EXPENSE REPORT: ENTER MILEAGE

Updated April 23, 2024

TRAVEL APPLICATION

Expense

HELPFUL HINTS

 If the *Calculate Mileage Amount* button is not visible, collapse the Firefly left menu (click on three horizontal lines at top left) or reduce the browser zoom.

PROCEDURE

From the *Mileage/Personal Car* expense type, click *Use Google Mileage App*.

Expected Expense

*Expense Type: Mileage/Personal Car ▼

Mileage/Personal Car


*Start Date: 01/24/2024 📅

*Mileage: Use Google Mileage App

*Amount: 0.00 USD - American Dollar ▼ Calculate Mileage Amount

Enter the destination.

 Note: the starting location defaults to the traveler’s home address. If this is incorrect, click Reset and enter the starting location in *Stop 1*.

Reset Add Stop Return to Origin		
Stop	Location	Miles
1	1901 Y Street, Lincoln, NE, USA	
2	<i>Enter a location</i>	

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To make it a round trip, click *Return to Origin*. Note: if adding more stops/locations, click [Add Stop](#).

Save Mileage

Map Satellite

Total Miles: 133 [Reset](#) [Add Stop](#) [Return to Origin](#)

Stop	Location	Miles
1	1901 Y Street, Lincoln, NE, USA	
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA	133

Once complete, click [Save Mileage](#) and save the expense entry.

Save Mileage

Map Satellite

Total Miles: 266 [Reset](#) [Add Stop](#) [Return to Origin](#)

Stop	Location	Miles
1	1901 Y Street, Lincoln, NE, USA	
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA	133
3	1901 Y Street, Lincoln, NE, USA	133

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Click *Calculate Amount*.

The screenshot shows the 'Expected Expense' form with the following details:

- Expense Type: Mileage/Personal Car
- Start Date: 03/01/2024
- End Date: 06/30/2024
- Mileage: 266
- Amount: 0.00
- Currency: USD - American Dollar
- Buttons: 'Calculate Mileage Amount' (highlighted in red), 'Save', 'Cancel'

Stop	Destination	Mileage
1	1901 Y Street, Lincoln, NE, USA	
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA	133
3	1901 Y Street, Lincoln, NE, USA	133

The amount populates. Click .

The screenshot shows the 'Expected Expense' form after calculation, with the following details:

- Expense Type: Mileage/Personal Car
- Start Date: 03/01/2024
- End Date: 06/30/2024
- Mileage: 266
- Amount: 90.44 (highlighted in yellow)
- Currency: USD - American Dollar
- Buttons: 'Save' (indicated by a red arrow), 'Cancel', 'Calculate Mileage Amount'

Stop	Destination	Mileage
1	1901 Y Street, Lincoln, NE, USA	
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA	133
3	1901 Y Street, Lincoln, NE, USA	133