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	Enter a location	

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

Once complete, click Save Mileage and save the expense entry.

Click *Calculate Amount.*

The amount populates. Click .