

TRAVEL APPLICATION

Request

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: 04/30/2024

*End Date: 05/02/2024

*Mileage: 0 **Use Google Mileage App**

*Amount: 0.00 USD - American Dollar Calculate Mileage Amount

Comment:

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	

TRAVEL REQUEST: ENTER MILEAGE

Updated April 24, 2024

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

The screenshot shows a Google Maps interface with a route from Lincoln, NE (marked 'A') to Kearney, NE (marked 'B'). The 'Return to Origin' button is highlighted with a red box. Below the map, the 'Total Miles' is 133. The table below shows the route details:

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](#).

The screenshot shows the same route as above, but now it is a round trip. The 'Save Mileage' button is highlighted with a red box. The 'Total Miles' is now 266. The table below shows the route details:

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

TRAVEL REQUEST: ENTER MILEAGE

Updated April 24, 2024

Click *Calculate Mileage Amount*.

Expected Expense

*Expense Type: Mileage/Personal Car

Mileage/Personal Car


*Start Date: 01/24/2024 *End Date: 01/27/2024



*Mileage: 266 Use Google Mileage App Comment:

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

Mileage Destinations

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

Click  to save the expected expense.

 Save  Cancel

Expected Expense Attachments

Expected Expense

*Expense Type: Mileage/Personal Car

Mileage/Personal Car

*Start Date: 01/24/2024 *End Date: 01/27/2024

*Mileage: 266 Use Google Mileage App Comment:

*Amount: 90.44 USD - American Dollar Calculate Mileage Amount

Mileage Destinations

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