

CREATE MILEAGE-ONLY EXPENSE REPORT

TRAVEL APPLICATION

Expense

HELPFUL HINTS

- Use the mileage calculator for assistance when calculating distances.
- When creating a mileage-only expense report from a Blanket Travel Authorization (BTA) request, follow the [BTA Expense quick reference guide](#).
- Enter the exact address of the start and end location for accuracy in reimbursement.
- Effective September 15, 2021, NSCS travelers have two options for mileage:
 - Mileage/Personal car
 - Mileage – NSCS Fleet Declined (select this option if a fleet car was available, yet traveler elected to use personal car).

PROCEDURE

1. On the expense tab, click on mileage/personal car.

The screenshot shows the 'New Expense' form in a web application. On the left, there is a table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. Below the table, it says 'Adding New Expense' and 'No Expenses Found'. On the right, there is a section titled 'All Expense Types' with a list of categories and sub-categories. The '04. Mileage' category is expanded, and 'Mileage/Personal Car' is highlighted with a red box. Other categories include '01. Transportation', '02. Travel Expenses', '03. Food/Meals', '05. Office Expenses & Supplies', and '06. Other'.

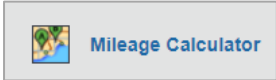
2. Enter the required fields for the transaction, which are indicated with a red left border (|).

The screenshot shows the 'New Expense' form in a web application. The 'Expense Type' is set to 'Mileage/Personal Car'. The 'Transaction Date' is set to '01/01/2021'. The 'Report/Trip Purpose' is set to 'Business Trip'. The 'From Location' and 'To Location' fields are empty. The 'Distance : Amount' is set to '0 : 0.00'. The 'Cost Object Type' is set to '(CC) Cost Center' and the 'Cost Object' is set to '(9146200500) Administrative :'. The 'Mileage Calculator' button is visible at the bottom.

CREATE MILEAGE-ONLY EXPENSE REPORT

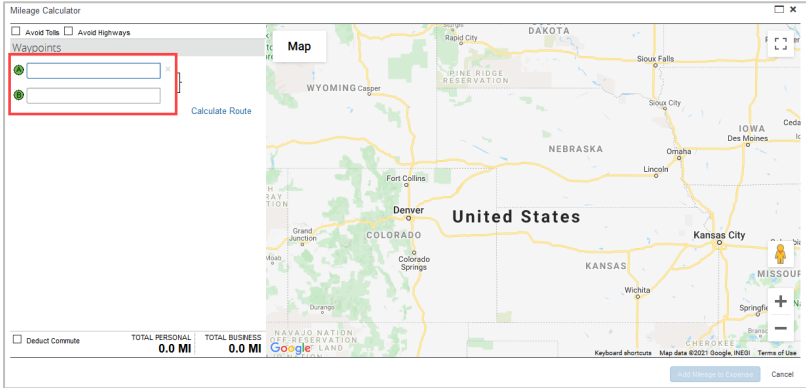
i In the *From Location* and *To Location* fields, enter the exact address if known.

For assistance calculating the total distance, click the mileage calculator.



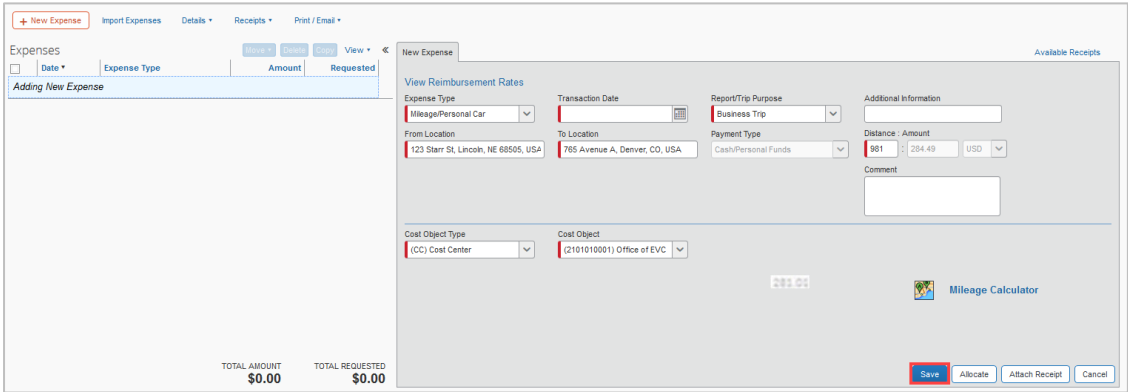
Mileage Calculator

- In the Waypoints fields, enter the address of the starting and ending locations. For accuracy, enter the actual addresses.
- Click **Calculate Route** to determine the mileage for the trip.
- By clicking **Make Round Trip**, mileage will calculate for a round trip. To exclude a commute when calculating mileage, select the deduct commute check box.
- Results will show the calculated distance between the locations entered.
- Click **Add Mileage to Expense**.



i Note: the distance and rate values automatically calculate the amount for the expense.

3. Click **Save** to save the mileage expense.



4. Click on **Submit Report**.