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.

2. Enter the required fields for the transaction, which are indicated with a red left border (|).
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.
  - Calculate Route
  - Make Round Trip

- Results will show the calculated distance between the locations entered.

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