

CREATE MILEAGE-ONLY EXPENSE REPORT

Updated December 10, 2019

TRAVEL APPLICATION

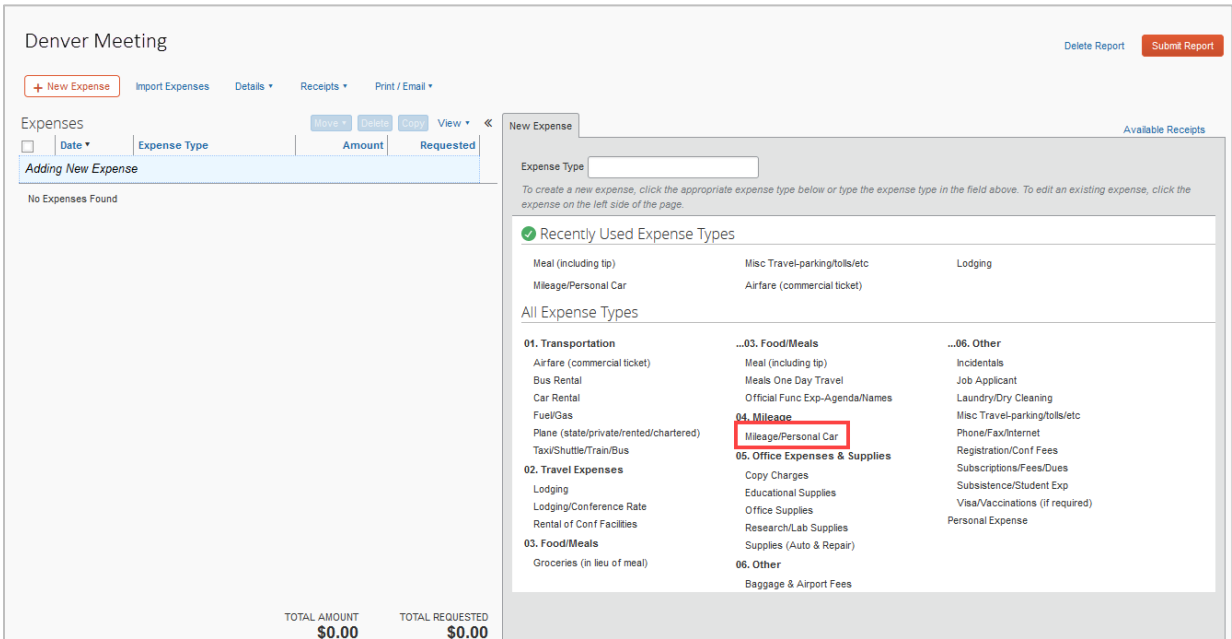
Expense

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](#).

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 bar (|).

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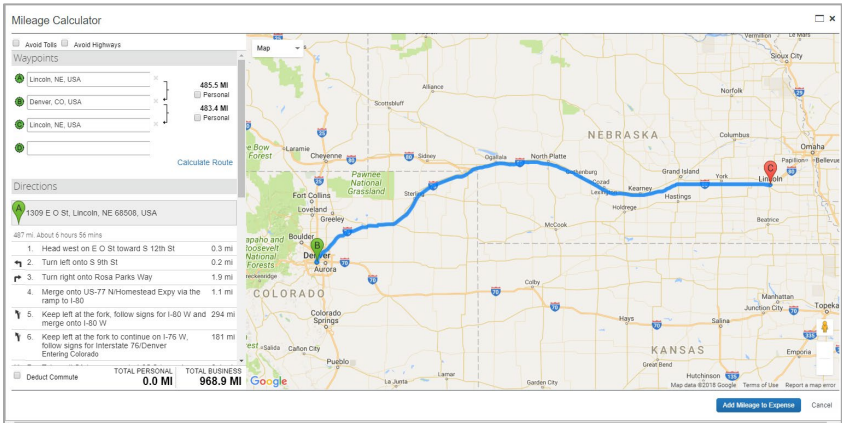
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For assistance calculating the total distance, click the mileage calculator.



Mileage Calculator

- In the Waypoints fields, enter the city name or 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](#).



3. Note: the distance and rate values automatically calculate the amount for the expense.
4. Click save to save the mileage expense.

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Denver Meeting Delete Report **Submit Report**

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			

View Reimbursement Rates

Expense Type: Mileage/Personal Car Transaction Date: 11/04/2019 Report/Trip Purpose: Business Trip

Additional Information: From Location: Lincoln, NE, USA To Location: Denver, CO, USA

Payment Type: Cash/Personal Funds Distance: Amount: 909 : 281.04 USD Comment:

Cost Object Type: (CC) Cost Center Cost Object: (2105120001) English

Mileage Calculator

TOTAL AMOUNT: \$0.00 TOTAL REQUESTED: \$0.00

Save Allocate Attach Receipt Cancel

5. Click on **Submit Report**.