CREATE MILEAGE-ONLY EXPENSE REPORT

Travel Quick Reference Guide
Updated September 22, 2021

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.
- 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 (|).

   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 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**.

![Mileage Calculator](image)

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

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

![Expense Entry](image)

4. Click on **Submit Report**.