**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.

![Mileage(Personal Car) Screenshot]

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

![Mileage Calculator Screenshot]
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.

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.