CREATING A MILEAGE-ONLY REQUEST

TRAVEL APPLICATION

Request

PROCEDURE

To create a mileage-only request, click on new request.

1. Enter the required information on the request header.

2. Click on the expenses tab; information is not required for the segments tab.

3. Click on the mileage expense type.
4. Enter the estimated travel distance. Click on **Save**. The amount will calculate after the expense has been saved.

5. Click on **Submit Request**.