

ENTER MILEAGE/PERSONAL CAR

TRAVEL APPLICATION

Expense

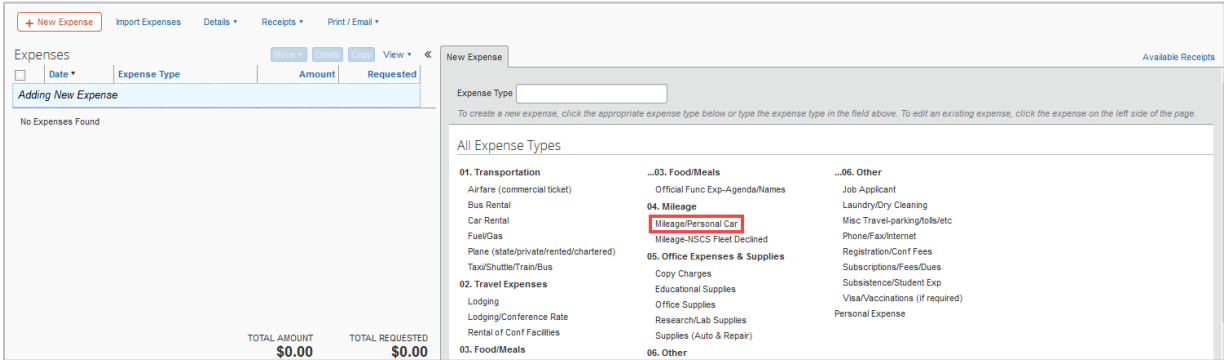
HELPFUL HINTS

- Use the mileage calculator for assistance when calculating distances.
- 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).

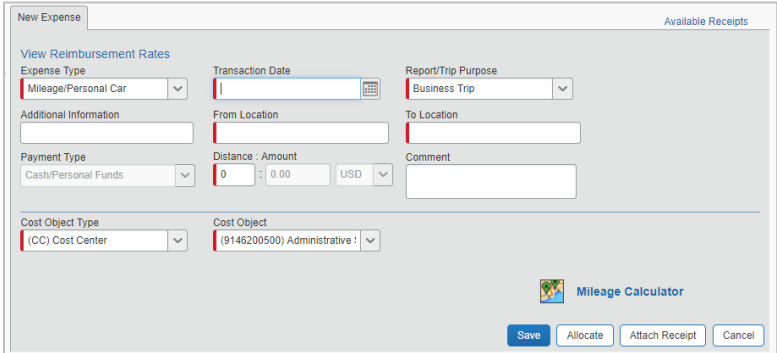
PROCEDURE

When using a personal vehicle for business purposes, it is necessary to create a personal car expense to determine the amount of reimbursement.

1. On the expense tab, click on mileage/personal car.



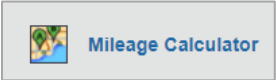
2. Enter the required fields for the transaction, which are indicated with a red bar.



 In the *From Location* and *To Location* fields, enter the exact address if known.

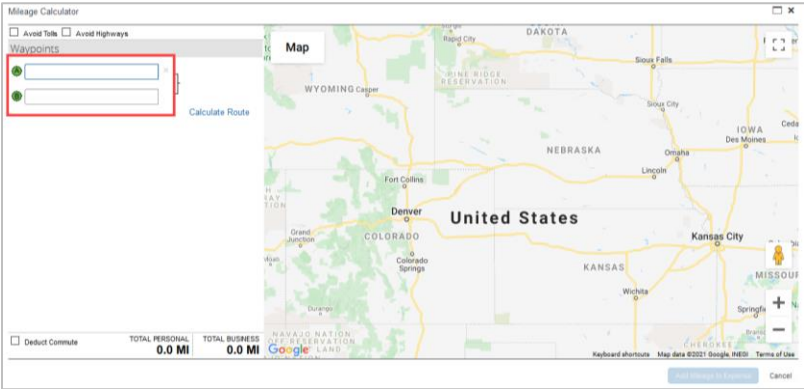
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For assistance calculating the total distance, click the mileage calculator.



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](#).



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

3. Click save to save the mileage expense and add it to the expense report.

