

Expense Report: Enter Mileage

Updated March 27, 2026

Travel Application

Expense

Helpful Hints

If the *Calculate Mileage Amount* button is not visible, collapse the Firefly left menu (click the ‘nine dots’ at top left of Firefly) or reduce the browser zoom.

Procedure

From the Mileage/Personal Car expense type, click Use Google Mileage App.

The screenshot shows a web form for entering an expense. At the top, there are tabs for 'Expected Expense', 'Cost Distribution', and 'Attachments'. The 'Expense Type' is set to 'Mileage/Personal Car'. Below this, there are fields for 'Start Date' (01/29/2026) and 'End Date' (02/04/2026). The 'Mileage' field is set to 0, and a red box highlights the 'Use Google Mileage App' button. The 'Entered Amount' is 0.00 and the 'Amount' is 0.00, both in USD - American Dollar. A 'Calculate Mileage Amount' button is visible. Below the form is a table for 'Mileage Destinations' with columns for 'Stop', 'Destination', and 'Mileage'. The table is currently empty, showing 'No data'.

The starting location defaults to the traveler’s home address. If this is incorrect, click *Reset* and enter the starting location for Stop 1 and a second address for Stop 2.

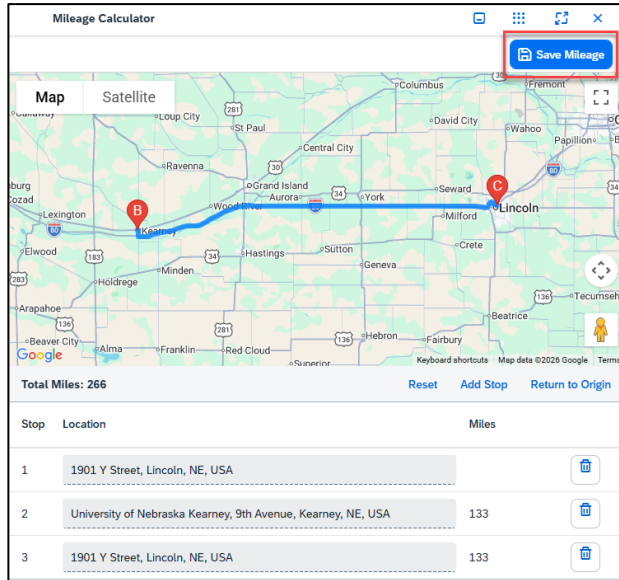
The screenshot shows the Google Mileage Calculator interface. It features a map with a blue route between two points, A and B. Point A is in Lincoln, NE, and Point B is in Kearney, NE. The total distance is 133 miles. Below the map, there is a table with two stops:

Stop	Location	Miles
1	1901 Y Street, Lincoln, NE, USA	
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA	133

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To make it a round trip, click *Return to Origin*. Note: if adding more stops/locations, click *Add Stop*. Once complete, click *Save Mileage*.



Click *Calculate Amount* and save the expense entry.

