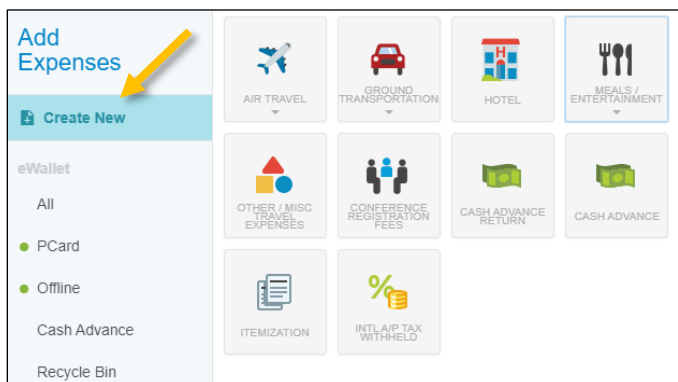
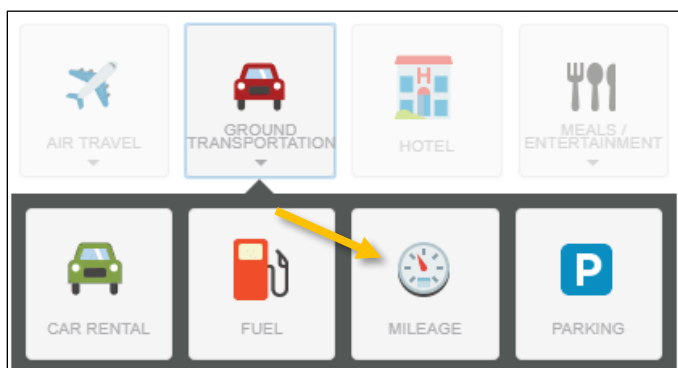


1. From the Add Expenses window in the applicable expense report, select **Create New** to access the expense tile mosaic.



2. In the tile mosaic, select **Ground Transportation** followed by **Mileage**.



3. Complete the expense tile form with the following information:

- **Transaction Date** – Record the date of travel. For multiday trips, you do not need to create separate entries. Just enter the first day of travel
- **Business Purpose** – Enter a clear, detailed business purpose describing why the expense is reasonable, appropriate, and necessary
- **Description** – Leave this field blank. It will populate with the actual route information entered on the **Calculate Mileage** page
- **Miles** – This field will populate based on the information entered on the **Calculate Mileage** page
- **Deduction** – Enter deductions for personal mileage here. Clicking **None** will allow you to choose whether to reduce the mileage by miles or a dollar amount

- **Trip Type** – This will default in from the report header, but you can change, if needed
- **Personal Vehicle?** – Indicate whether this mileage applies to a personal vehicle
- **Index (Allocation)** – Enter the Index(s) to which this expense will be charged

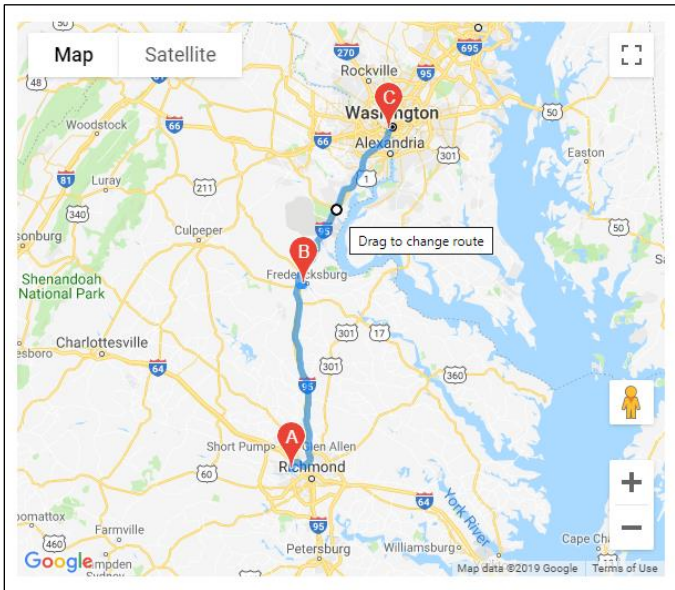
Click on the **Calculate Mileage** link next to the Miles field to enter your route.

4. Enter the address of your start and end location. As you begin typing, the system will provide suggestions.

5. If you stopped at multiple destinations, you can click **Add Destination**.

6. If this is roundtrip, you can click **Return to Start** to add an entry returning to the original location.

7. Your trip will be reflected on the map displayed below. This feature uses Google Maps and has similar functionality, allowing you to drag and drop the path to adjust for alternate routes.



8. Once you have accurately captured your route, click the **Save Trip** button in the top right corner.

9. The Spent, Destination, and Miles fields will now be populated on the expense form. Click **Save** in the top right corner to continue.

10. The expense will be added to your expense report and listed on the summary on the left. A map of your route will automatically be added as an attachment to the expense.

National Mascot Conference 2019				
0 Comments 1 Attachments				
DATE	EXPENSE	SPENT	PAY ME	
Sun 09/01/2019	Mileage	118.03 USD	118.03	✓