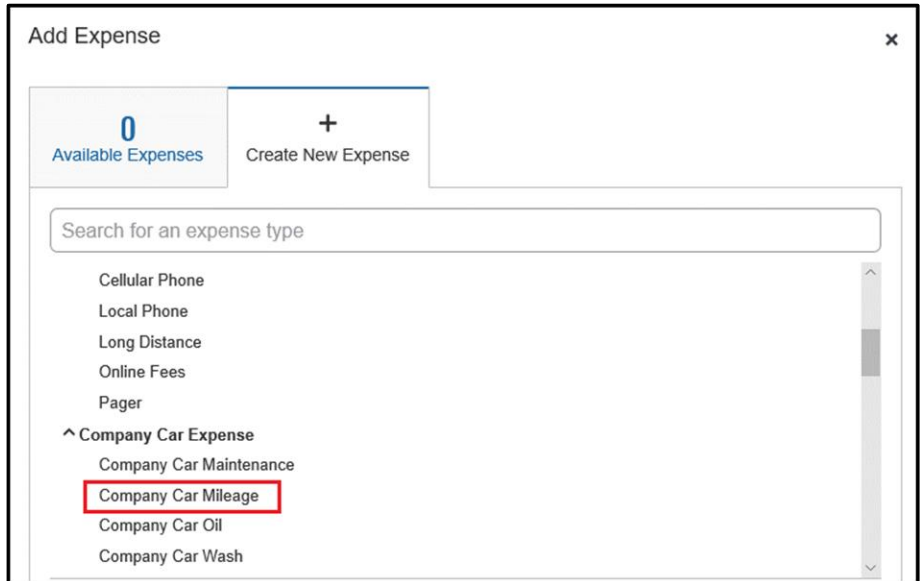


Entering a Car Mileage Expense

When you use your personal or company car for business purposes, you need to create a car mileage expense to determine the amount of reimbursement.

Your company determines the mileage reimbursement rate.

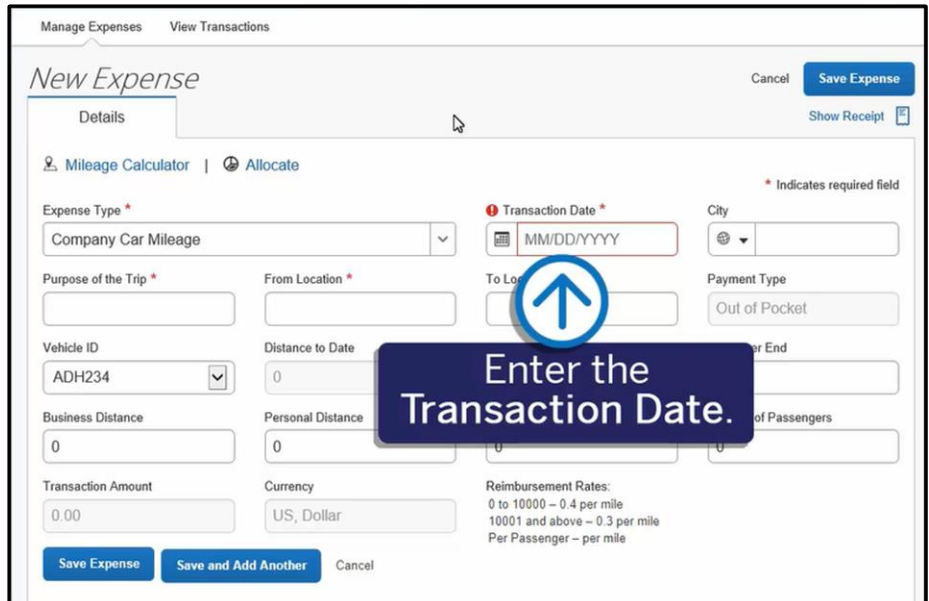
1. On the **Add Expense** page, click the **Create New Expense** tab.
2. Select the **Car Mileage** expense type (your company determines the name of the car expense type, usually **Company Car Mileage** or **Personal Car Mileage** or something similar).



The screenshot shows the 'Add Expense' interface. At the top, there are two tabs: '0 Available Expenses' and '+ Create New Expense'. Below the tabs is a search bar labeled 'Search for an expense type'. A list of expense types is displayed below the search bar, including Cellular Phone, Local Phone, Long Distance, Online Fees, Pager, Company Car Expense (expanded), Company Car Maintenance, Company Car Mileage (highlighted with a red box), Company Car Oil, and Company Car Wash.

3. On the **New Expense** page, complete the required fields (marked with a red asterisk), and any other fields as directed by your company.
4. Enter the **Transaction Date**.

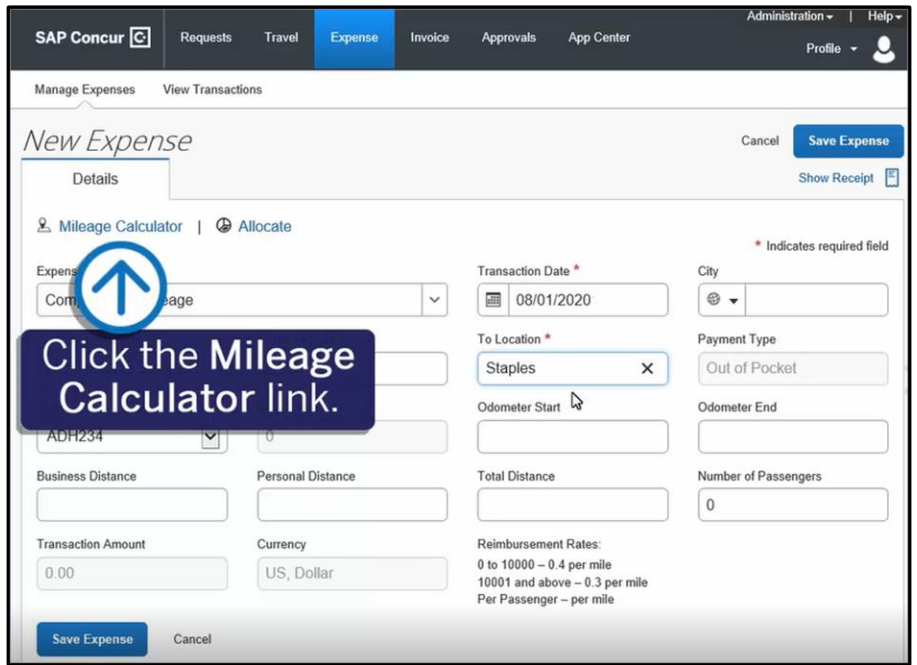
The **Transaction Date** determines the mileage reimbursement rate the system will use.



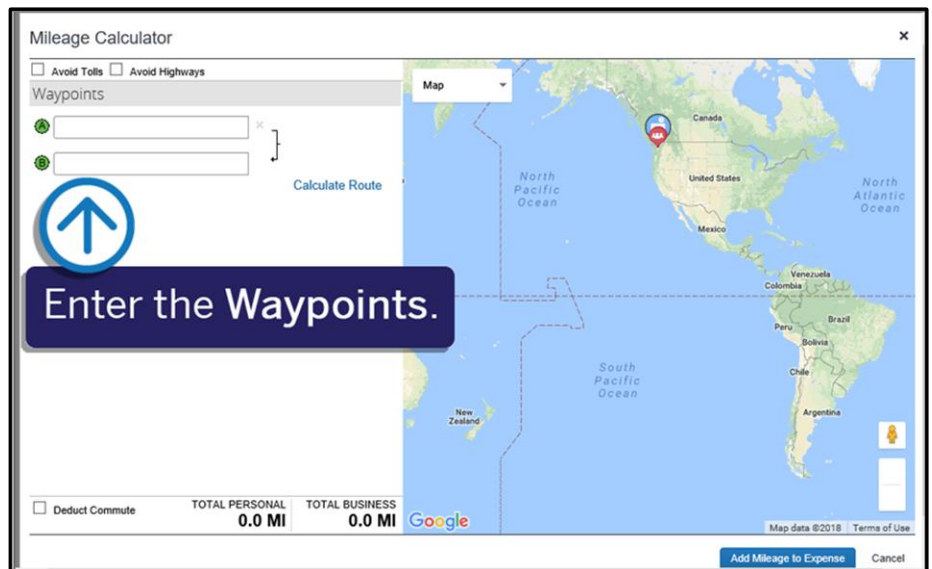
The screenshot shows the 'New Expense' page. The 'Details' tab is selected. The 'Expense Type' is set to 'Company Car Mileage'. The 'Transaction Date' field is highlighted with a red border and a red asterisk, indicating it is a required field. A blue callout box with a white arrow points to the 'Transaction Date' field, containing the text 'Enter the Transaction Date.'. Other fields include Purpose of the Trip, From Location, To Location, Vehicle ID, Distance to Date, Business Distance, Personal Distance, Transaction Amount, and Currency. A 'Reimbursement Rates' section is visible at the bottom right.

You can use the **Mileage Calculator** to look up the distance of your trip.

5. Click the **Mileage Calculator** link.

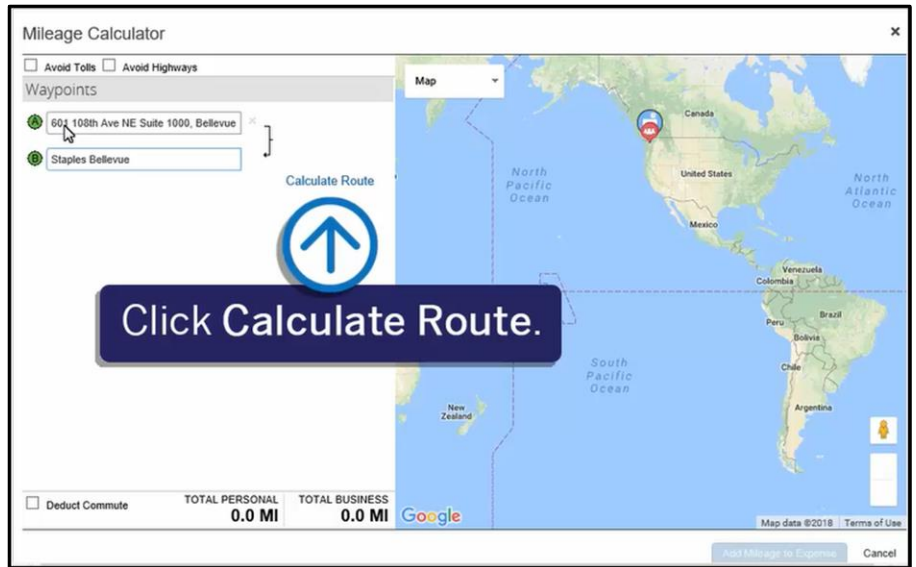


6. Enter the **Waypoints** for your trip, and Google maps will calculate the route.



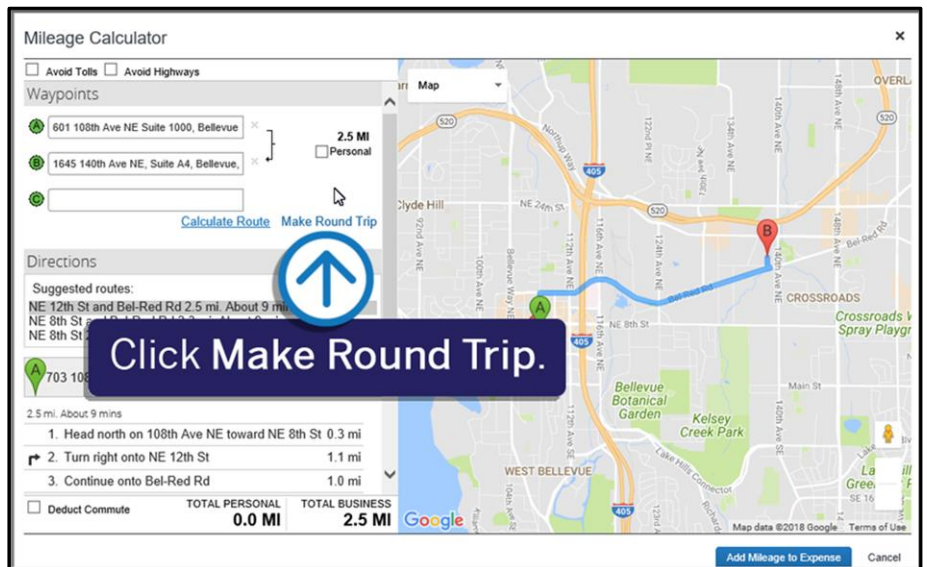
7. Click Calculate Route.

The trip distance is calculated in the **TOTAL BUSINESS** mileage filed. For most trips, you will also need to calculate your return trip.

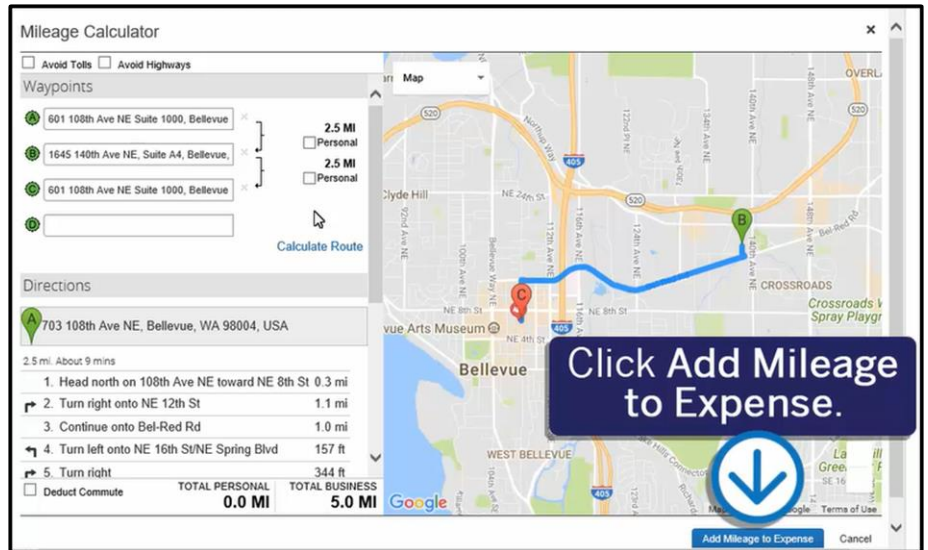


8. Click Make Round Trip.

The mileage amount doubles. You can add additional waypoints to your trip as needed.



9. Click Add Mileage to Expense.



The Transaction Amount is calculated. Note that you cannot change this amount, unless you modify the Total Distance or Transaction Date fields.

10. Click Save Expense to add the car mileage expense to your expense report.

