

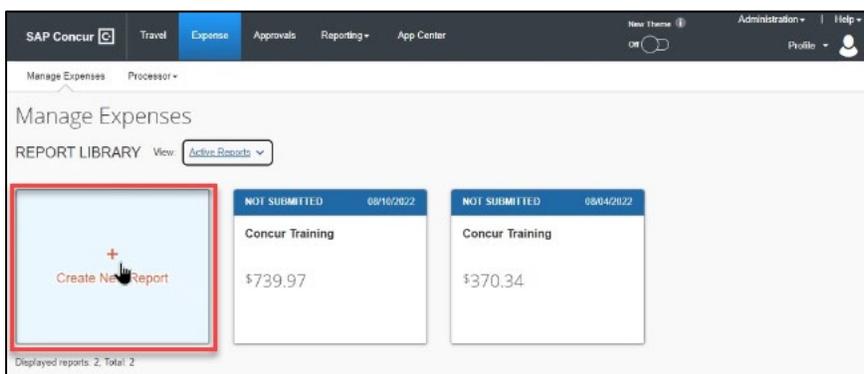
ADDING PERSONAL CAR MILES TO AN EXPENSE



If you use a company car, you are prohibited from submitting personal mileage reimbursement, unless due to unique circumstances.

Follow the steps below to add personal car miles for business use to an expense report.

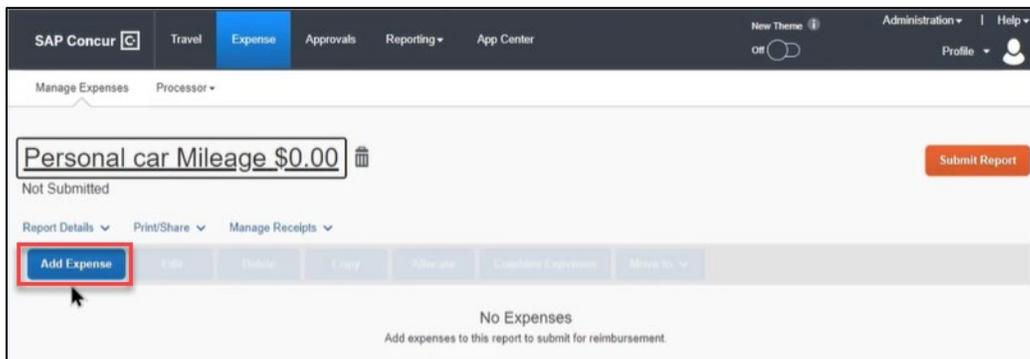
1. Click **Create New Report**.



2. Select **Out-of-Pocket Expenses** from the *Report Type* dropdown list.

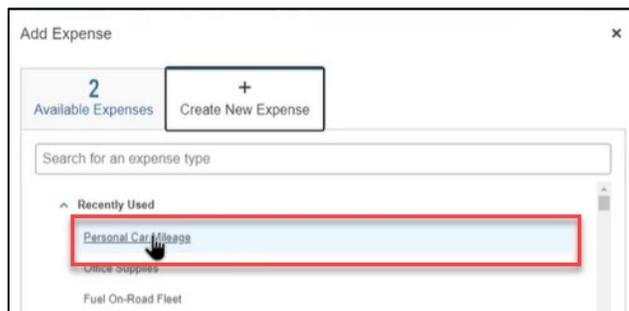
You can also add to an existing Out-of-Pocket expense report.

3. Click **Add Expense**.

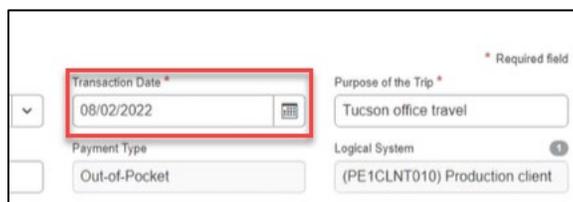


You can choose the expense type from the section lists. For this example, we will choose from *Recently Used* section.

4. Select **Personal Car Mileage** from the *Expense Type* dropdown list.

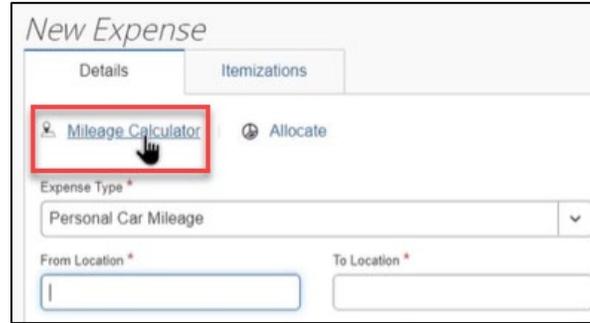


5. Add the date the business miles were driven in the *Transaction Date* field.

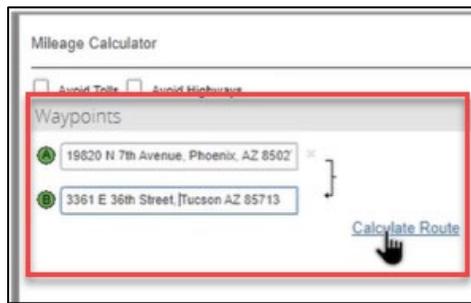


Do Not enter the *From Location* and *To Location* as this will be added using the Mileage Calculator.

6. Click *Mileage Calculator* (if other acceptable forms of documentation are attached as support, user can enter the total miles instead of selecting the *Mileage Calculator*).

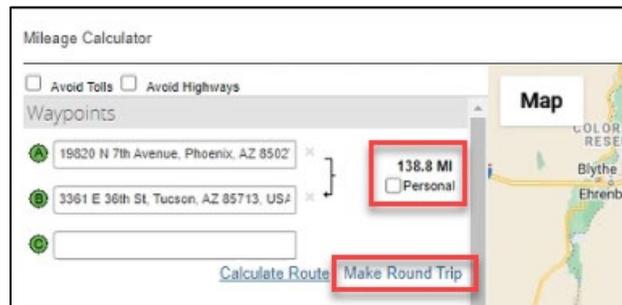


7. Enter the starting address in the *A* field and your ending address in the *B* field.
8. Click *Calculate Route*.

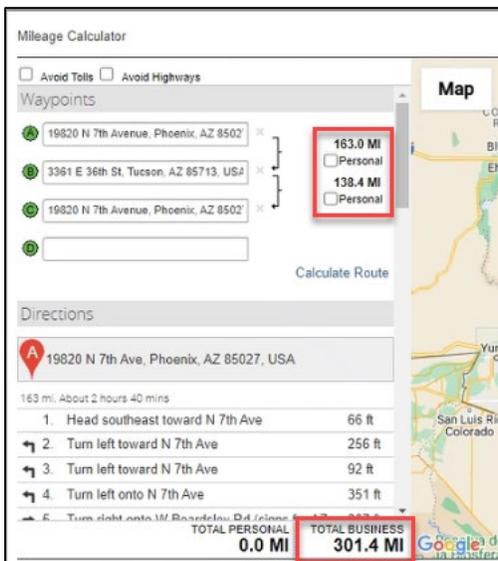


The personal mileage calculation appears.

9. Choose one of the following options:
 - a. Click *Make Round Trip* if you are finished



The calculated round trip mileage appears.



b. Select the personal checkbox to add additional segments that were driven for personal reasons

These miles are excluded



c. Click **Add Mileage to Expense**.



The *Distance* and the *Amount* totals appear.



10. Click *Save Expense*.

