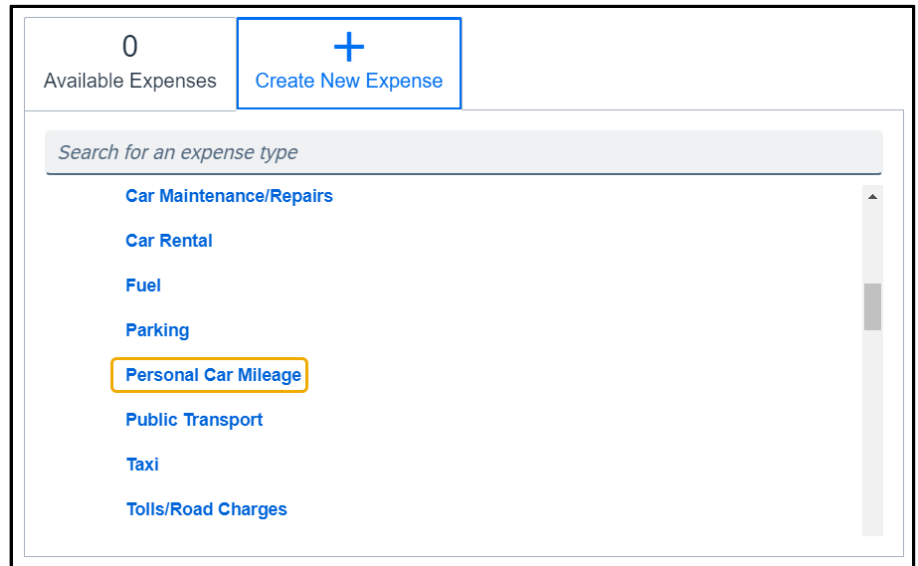


# Entering Personal Car Mileage

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, select the **Create New Expense** tab.



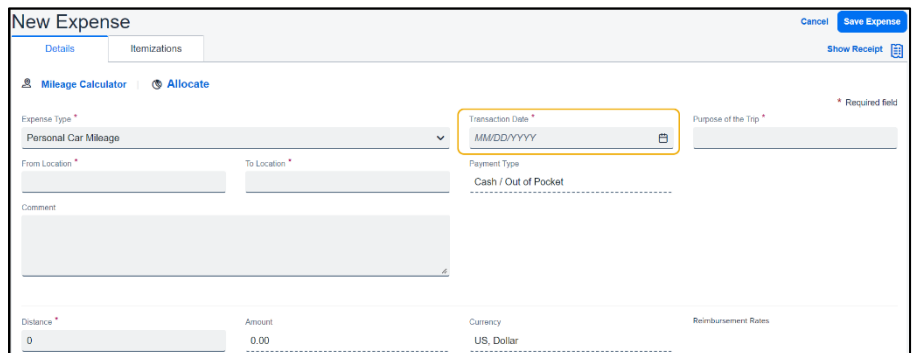
The screenshot shows the 'Add Expense' page. At the top, there is a tab labeled '0 Available Expenses' and a blue button with a plus sign labeled 'Create New Expense'. Below this is a search bar with the placeholder text 'Search for an expense type'. A list of expense types is displayed below the search bar, including 'Car Maintenance/Repairs', 'Car Rental', 'Fuel', 'Parking', 'Personal Car Mileage' (which is highlighted with a yellow box), 'Public Transport', 'Taxi', and 'Tolls/Road Charges'.

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).

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. At the top, there are tabs for 'Details' and 'Itemizations'. Below the tabs, there are two buttons: 'Mileage Calculator' and 'Allocate'. The 'Expense Type' dropdown is set to 'Personal Car Mileage'. The 'Transaction Date' field is highlighted with a yellow box and contains the placeholder text 'MM/DD/YYYY'. The 'Purpose of the Trip' field is marked with a red asterisk. The 'From Location' and 'To Location' fields are also marked with red asterisks. The 'Payment Type' dropdown is set to 'Cash / Out of Pocket'. The 'Distance' field is marked with a red asterisk and contains the value '0'. The 'Amount' field contains the value '0.00'. The 'Currency' dropdown is set to 'US, Dollar'. The 'Reimbursement Rates' field is also visible.

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

5. Select the **Mileage Calculator** link.

The screenshot shows the 'New Expense' form with the 'Mileage Calculator' tab selected. The form includes fields for 'Expense Type' (set to 'Personal Car Mileage'), 'Transaction Date' (MM/DD/YYYY), 'Purpose of the Trip', 'From Location', 'To Location', 'Payment Type' (set to 'Cash / Out of Pocket'), and a 'Comment' box. At the bottom, there are summary fields for 'Distance' (0), 'Amount' (0.00), 'Currency' (US, Dollar), and 'Reimbursement Rates'. Buttons for 'Cancel', 'Save Expense', and 'Show Receipt' are in the top right corner.

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

The screenshot shows the 'Mileage Calculator' interface with a map. The 'Waypoints' section on the left has two input fields, one of which is highlighted with a yellow box. A 'Calculate Route' button is next to the waypoints. The map shows a world view with various countries labeled. At the bottom, there are summary fields for 'TOTAL PERSONAL' (0.0 MI) and 'TOTAL BUSINESS' (0.0 MI). Buttons for 'Add Mileage to Expense' and 'Cancel' are in the bottom right corner.

7. Select **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.

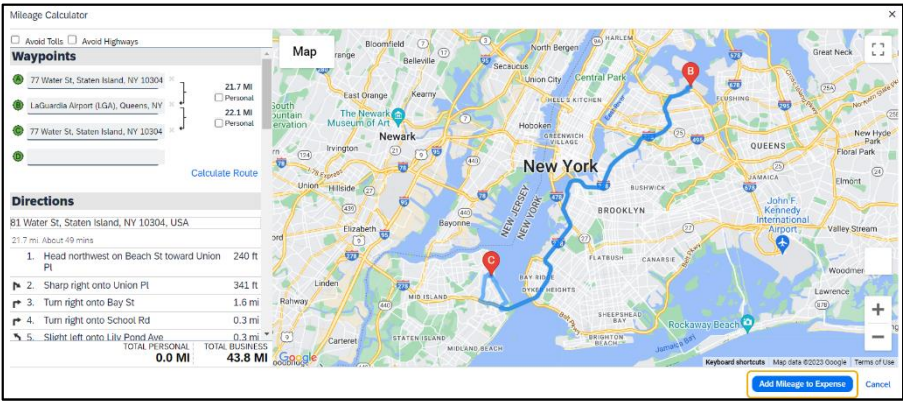
This screenshot is identical to the previous one, but the 'Calculate Route' button is highlighted with a yellow box, indicating the next step in the process.

8. Select **Make Round Trip**.

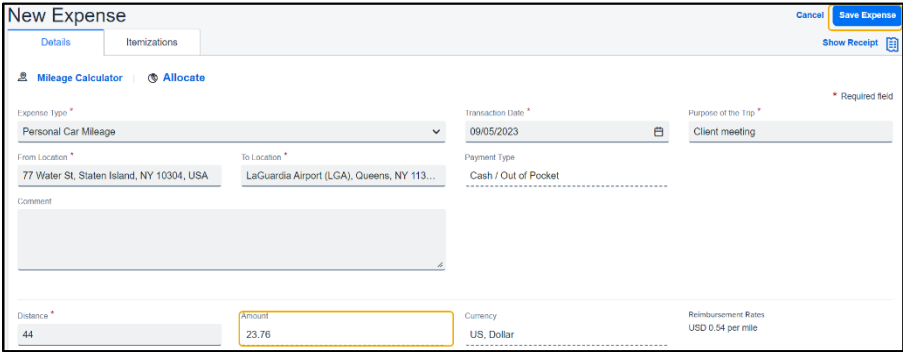
The mileage amount doubles. You can add additional waypoints to your trip as needed.

The screenshot shows the 'Mileage Calculator' interface with a map. The 'Waypoints' section on the left now has two waypoints: '77 Water St, Staten Island, NY 10304' and 'LaGuardia Airport (LGA), Queens, NY'. A route is shown on the map between these two points. The 'Calculate Route' button is highlighted with a yellow box. The 'Directions' section on the left provides suggested routes and distances. At the bottom, the summary fields show 'TOTAL PERSONAL' (0.0 MI) and 'TOTAL BUSINESS' (21.7 MI). Buttons for 'Add Mileage to Expense' and 'Cancel' are in the bottom right corner.

9. Select 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. Select Save Expense to add the car mileage expense to your expense report.



The screenshot shows the 'New Expense' form. The 'Details' tab is selected. The 'Expense Type' is set to 'Personal Car Mileage'. The 'From Location' is '77 Water St, Staten Island, NY 10304, USA' and the 'To Location' is 'LaGuardia Airport (LGA), Queens, NY 113...'. The 'Transaction Date' is '09/05/2023' and the 'Purpose of the Trip' is 'Client meeting'. The 'Payment Type' is 'Cash / Out of Pocket'. At the bottom, the 'Distance' is '44' and the 'Amount' is '23.76'. The 'Currency' is 'US, Dollar' and the 'Reimbursement Rates' are 'USD 0.54 per mile'. There are 'Cancel', 'Save Expense', and 'Show Receipt' buttons at the top right.