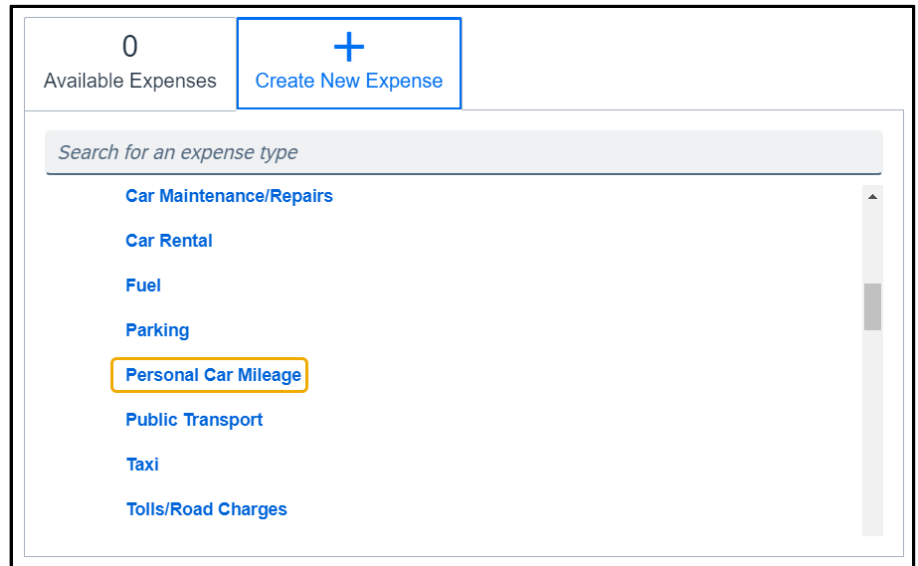


# Entering Personal Car Mileage

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.



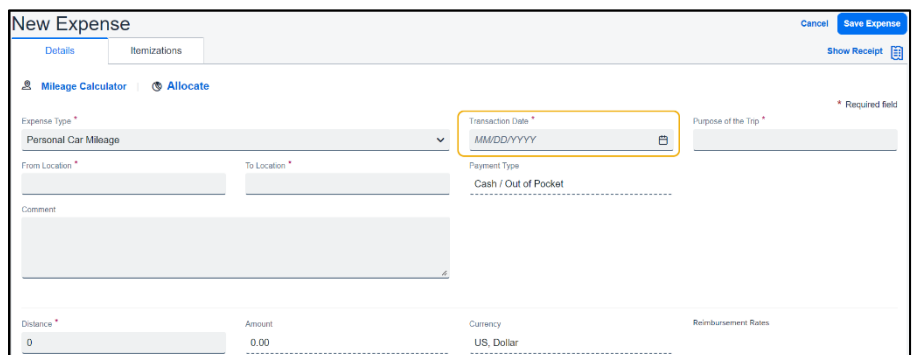
The screenshot shows the 'Add Expense' page. At the top, there is a tab labeled '0 Available Expenses' and a button labeled '+ Create New Expense'. Below this is a search bar with the placeholder text 'Search for an expense type'. A list of expense types is displayed below the search bar, including 'Car 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**.

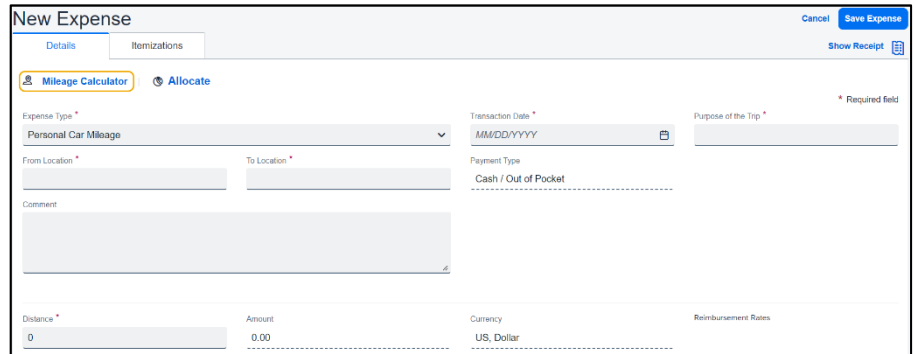
The **Transaction Date** determines the mileage reimbursement rate the system will use.



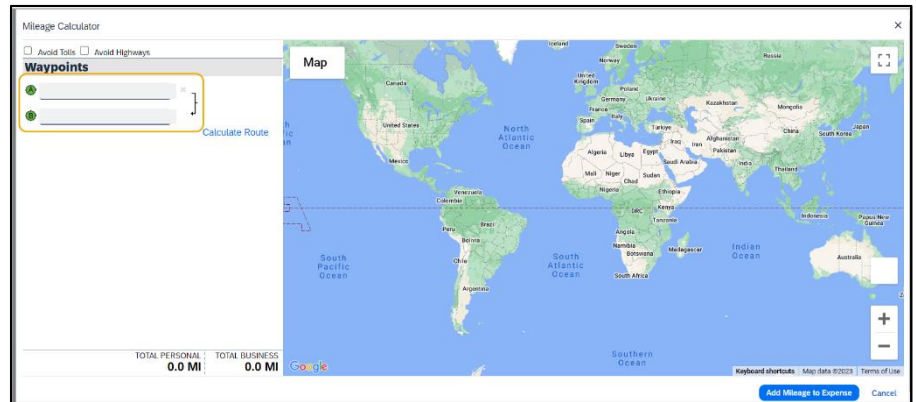
The screenshot shows the 'New Expense' page. At the top, there are tabs for 'Details' and 'Itemizations'. Below the tabs are two buttons: 'Mileage Calculator' and 'Allocate'. The 'Expense Type' dropdown is set to 'Personal Car Mileage'. The 'Transaction Date' field is highlighted with a yellow box and 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.

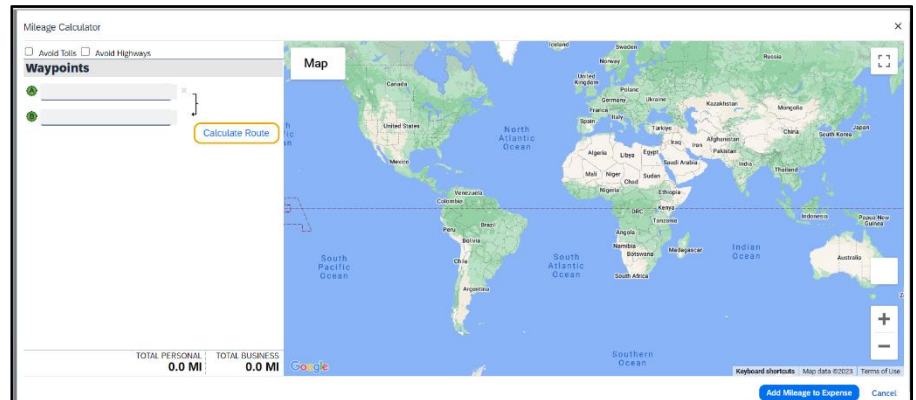


6. Enter the **Waypoints** for your trip, and Google maps will calculate the route.



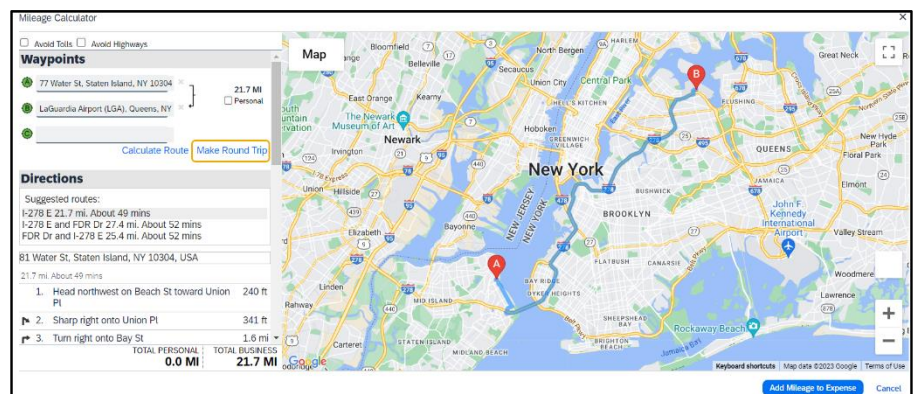
7. Select **Calculate Route**.

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

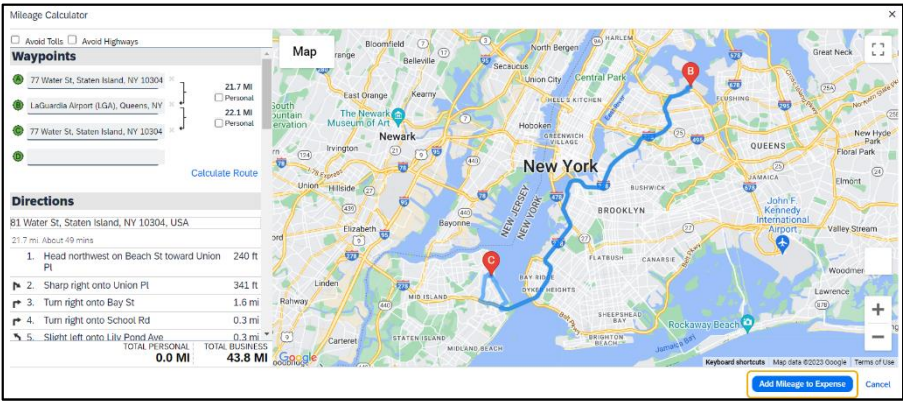


8. Select **Make Round Trip**.

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



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.

New Expense

Details

Itemizations

Mileage Calculator

Allocate

Expense Type \*

Personal Car Mileage

Transaction Date \*

09/05/2023

Purpose of the Trip \*

Client meeting

From Location \*

77 Water St, Staten Island, NY 10304, USA

To Location \*

LaGuardia Airport (LGA), Queens, NY 113...

Payment Type

Cash / Out of Pocket

Comment

Distance \*

44

Amount

23.76

Currency

US, Dollar

Reimbursement Rates

USD 0.54 per mile