

CREATE MILEAGE-ONLY EXPENSE REPORT

TRAVEL APPLICATION

Expense

HELPFUL HINTS

- Use the mileage calculator for assistance when calculating distances.
- When creating a mileage-only expense report from a Blanket Travel Authorization (BTA) request, follow the [BTA Expense quick reference guide](#).
- Effective September 15, 2021, NSCS travelers have two options for mileage:
 - Mileage/Personal car
 - Mileage – NSCS Fleet Declined (select this option if a fleet car was available, yet traveler elected to use personal car).

PROCEDURE

1. On the expense tab, click on mileage/personal car.

The screenshot shows the 'New Expense' form with the 'Expense Type' dropdown menu open. The 'Mileage/Personal Car' option is highlighted with a red box. The menu lists various expense categories such as Transportation, Food/Meals, Other, Mileage, Office Expenses & Supplies, and Travel Expenses.

2. Enter the required fields for the transaction, which are indicated with a red left border (|).

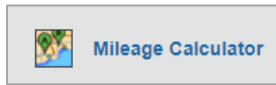
The screenshot shows the 'New Expense' form with the following fields highlighted with a red left border: Expense Type (Mileage/Personal Car), Transaction Date, Report/Trip Purpose (Business Trip), From Location, To Location, Distance (0), Cost Object Type ((CC) Cost Center), and Cost Object ((9146200500) Administrative). The form also includes a 'Mileage Calculator' button and 'Save', 'Allocate', 'Attach Receipt', and 'Cancel' buttons.



In the *From Location* and *To Location* fields, enter the exact address if known.

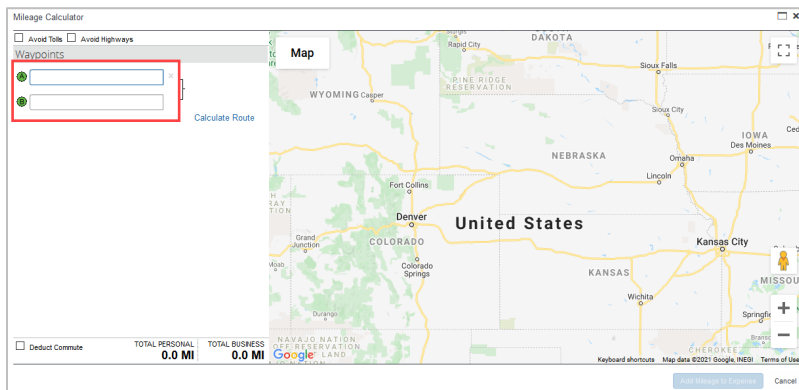
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For assistance calculating the total distance, click the mileage calculator.



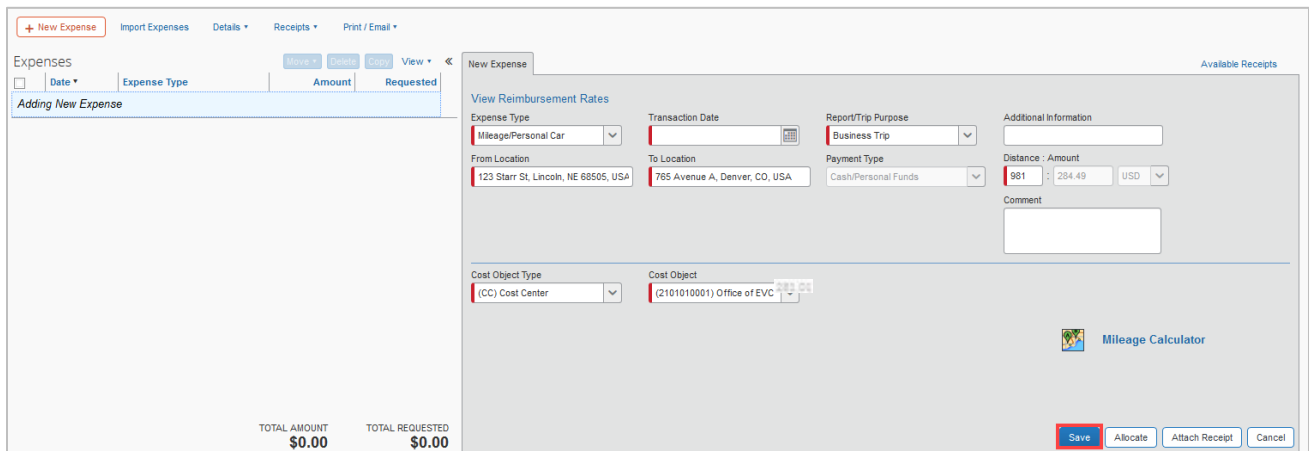
Mileage Calculator

- In the Waypoints fields, enter the city name or address of the starting and ending locations. For accuracy, enter the actual addresses.
- Click [Calculate Route](#) to determine the mileage for the trip.
- By clicking [Make Round Trip](#), mileage will calculate for a round trip. To exclude a commute when calculating mileage, select the deduct commute check box.
- Results will show the calculated distance between the locations entered.
- Click [Add Mileage to Expense](#).



Note: the distance and rate values automatically calculate the amount for the expense.

3. Click [Save](#) to save the mileage expense.



4. Click on [Submit Report](#).