## 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).

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

## The Transaction Date

 determines the mileage reimbursement rate the system will use.

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.

## Mileage Calculator

$\square$ Avoid Tolls $\square$ Avoid Highways
Waypoints
© 601 108it Ave NE Sulte 1000 , Bellevve
(e) 1645 140th Ave NE, Suite A4, Bellevue,
© 601108 th Ave NE Suite 1000, Bellevue
©

## Directions

A 703 108th Ave NE, Bellevue, WA 98004, USA
25 mL About 9 mins

1. Head north on 108 th Ave NE toward NE 8th St 0.3 mi
$\boldsymbol{r} \boldsymbol{2}$. Turn right onto NE 12th St
1.1 mi
2. Continue onto Bel-Red Rd
3. 4. Turn left onto NE 16 th SINE Spring Blvd 157 ft
$\rightarrow$ 5. Tum riaht

- 5. Turn riaht TOTAL PERSONAL | 344 ft |
| :---: |
| TAL BUSIN | 0.0 MI 5.0 M



Bellevue
Click Add Mileage to Expense.


Add Mileuge to Expense Cancel $\checkmark$

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.

Manage Expenses
View Transactions

## New Expense

Save Exponse
Details
Show Receipt $\mathbb{E}$


