

## How to Enter a Personal 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.

### Step 1:

When entering On the Add Expense page, select the **Create New Expense** tab

Select the Personal Mileage option from the available expense types

The screenshot shows the 'Add Expense' modal window. At the top, there is a counter for 'Available Expenses' showing '0' and a '+ Create New Expense' button. Below this is a search bar labeled 'Search for an expense type'. Underneath, there are two sections: 'Recently Used' and '01. Travel Expenses'. The 'Recently Used' section lists 'Parking/Tolls', 'Airfare', and 'Hotel/Lodging'. The '01. Travel Expenses' section lists 'Hotel/Lodging', 'Hotel/Lodging Tax', and 'Incidentals'. At the bottom of the modal, there is a footer with 'Meats & Incidentals - Location Based' and 'Las Vegas, Nevada'.

### Step 2:

On the New Expense page, complete the required fields (marked with a red asterisk)

The screenshot shows the 'New Expense' form. The 'Details' tab is selected. The form is divided into two main sections: 'Details' and 'Receipt'. In the 'Details' section, there are several fields: 'Expense Type' (with a dropdown menu and a red asterisk), 'Transaction Date' (with a calendar icon and a red asterisk), 'City of Purchase' (with a dropdown menu and a red asterisk), 'Payment Type' (with a dropdown menu and a red asterisk), 'Amount' (with a red asterisk), and 'Currency' (with a dropdown menu and a red asterisk). There are also buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. In the 'Receipt' section, there is an 'Add Receipt' button and instructions: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.' There are also buttons for 'Cancel', 'Save Expense', and 'Hide Receipt'.

### Step 3:

Note that the mileage will be calculated by the location on your dates of travel

Travel End Date  
04/05/2024

Mileage Rate \*  
0.67


Comments To/From Approvers/Processors

### Step 4:

Once completed, add the expense by clicking **Save**


### New Expense: 02. Personal Car Mileage

04/03/2024



 Allocate


Travel Start Date  
04/03/2024

Distance \*  
50

Amount - Will automatically calculate when you hit save. 

Currency  
US, Dollar

 Save 



### Step 5:

The expense will be added to the Report.

Be sure to add any supplemental maps by selecting the **Attachments** dropdown and clicking, **Attach Documents**

Sacramento Conference \$1,133.50

Not Submitted | Request ID: CQC9

Request Details Print Attachments

**EXPECTED EXPENSES**

[View Documents](#)  
[Attach Documents](#)  
[Delete Documents](#)

[Add](#) [Edit](#) [Delete](#) [All](#)

<input type="checkbox"/>	Alerts	Expense type
<input type="checkbox"/>		Hotel Reservation
<input type="checkbox"/>		02. Personal Car Mileage

### Step 6:

Once your expense is complete and all necessary expenses have been added to the report, click **Submit Report**

[Delete Report](#) [Copy Report](#) [Submit Report](#)

[View Available Receipts](#)