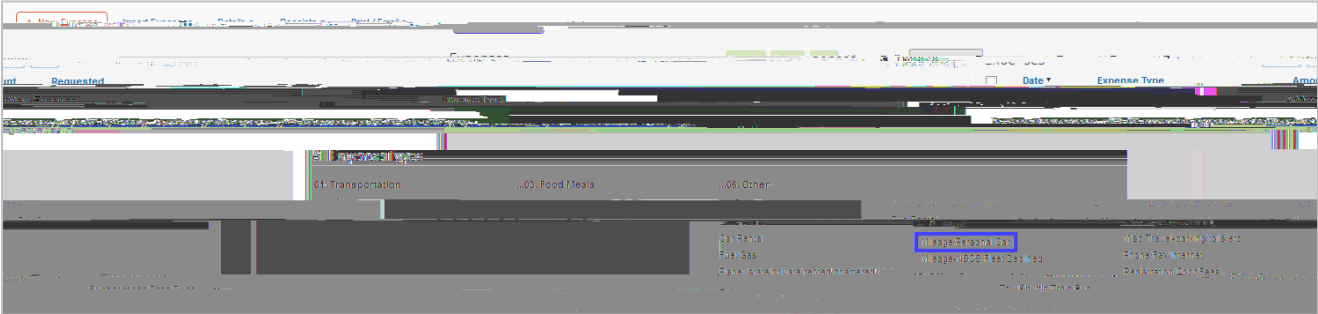# CREATE MILEAGE-ONLY EXPENSE REPORT
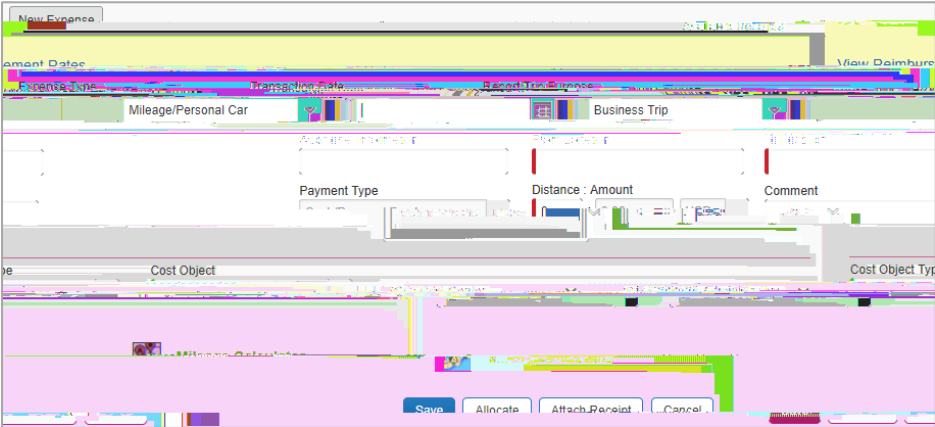
TRAVEL APPLICATION

Expense

HELPFUL HINTS

- x Use the mileage calculator for assistance when calculating distances.
- x When creating a mileage-only expense report from a Blanket Travel Authorization (BTA) request, follow the BTA Expense quick reference guide.
- x Enter the exact address of the start and end location for accuracy in reimbursement.
- x Effective September 15, 2021, NSCS travelers have two options for mileage:
  - o Mileage/Personal car
  - o 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.

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

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

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

Mileage Calculator

In the Waypoints fields, enter the 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.
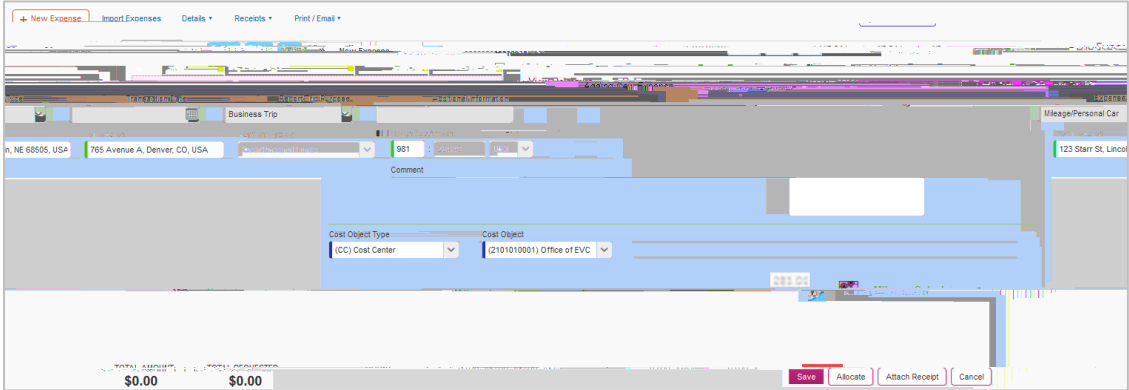
Results will show the calculated distance between the locations entered.

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