Personal Car Mileage (Single Non-Employee)

This aid will go over expense types unique to guest expense reports. Please remember that guest expense reports must use the *UMD Travel and Hosting – Guest expense report type.

**Personal Car Mileage - Guest**

1. Open your expense report

2. Click Add Expense

3. Under the Create New Expense tab, search for and select Personal Car Mileage – Guest

4. Fill in the fields listed below
   - Transaction Date
   - Distance
   - Rate – USM’s current rate
   - Payment Type - *Paid by Guest

5. Please make sure to attach the mileage from Google Maps to the expense report