

Job Aid: Personal Car Mileage (Single Non-Employee)

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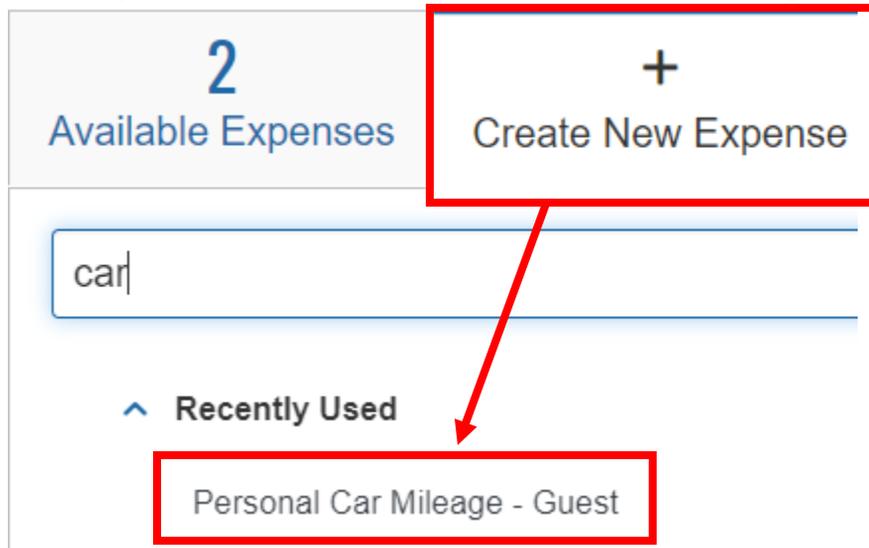
This aid will go over expense types unique to guest expense reports. Please remember that guest expense reports must use the ***UMD Travel and Hosting – Guest** expense report type.

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** - .625
 - **Payment Type** - *Paid by Guest
5. Please make sure to attach the mileage from Google Maps to the expense report