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