

Job Aid: Personal Car Mileage Expense (Single Employee)

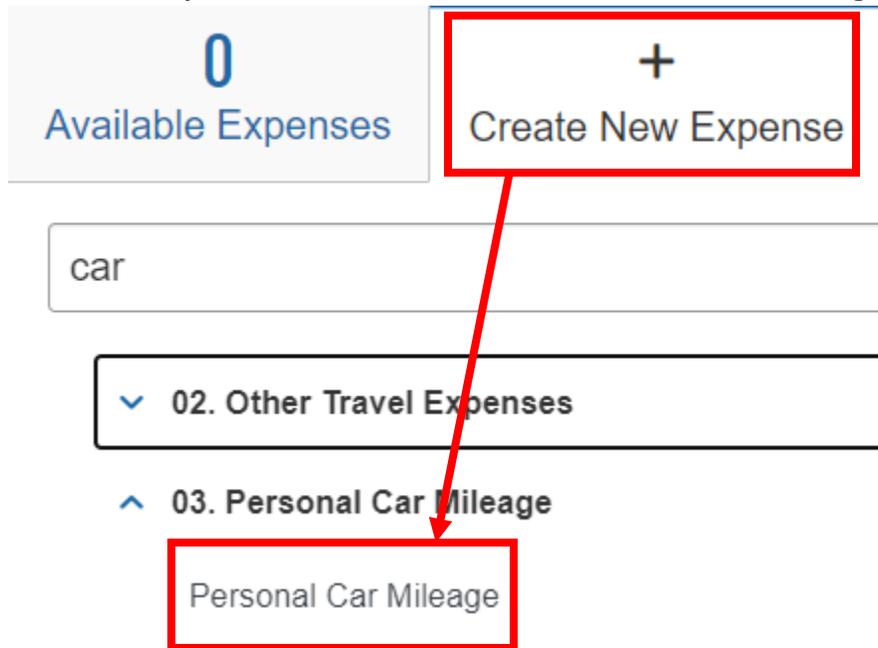
Personal Car Mileage Expense (Single Employee)

This aid will provide tips for UMD employee travelers to add personal car mileage expenses on expense reports.

1. Open your expense report
2. Click **Add Expense**

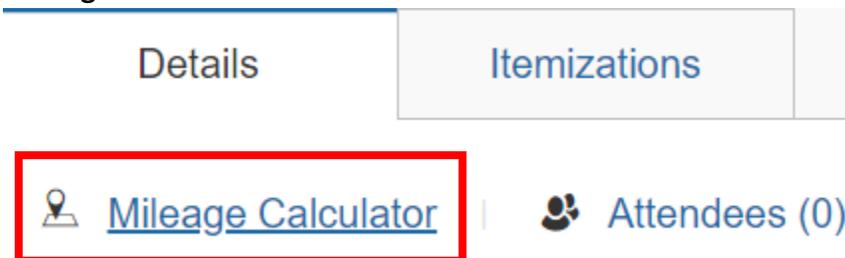


3. Under the **Create New Expense** tab, search for and select **Personal Car Mileage**



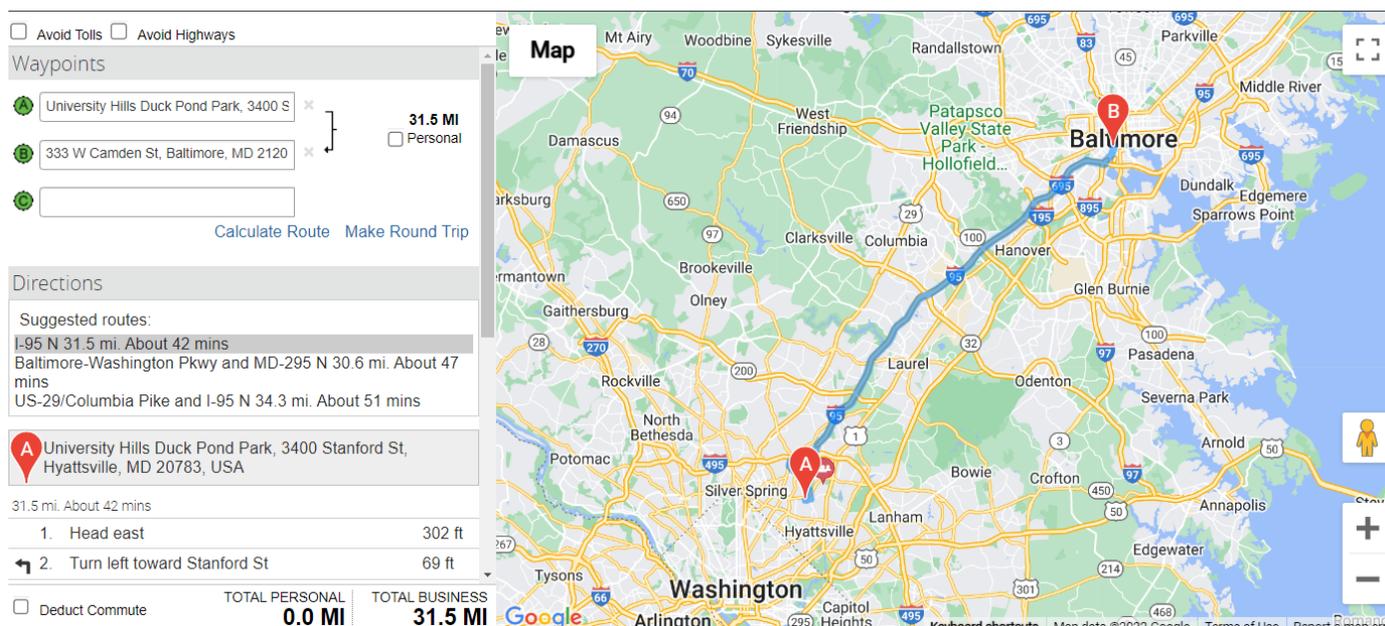
4. Fill in the fields listed below
 - a. **Transaction Date** – The date you made the trip
 - b. **Miles in Lieu of** – If the drive was made with your personal vehicle, choose ***Not Applicable**

5. Click on the blue **Mileage Calculator** link



6. Input the addresses in fields **A** and **B**

a. You should now see your trip show up on the right-hand side



7. If you do not need to deduct your commuting distance from home to your duty station, click the blue **Add Mileage to Expense** button

a. This will automatically input the **From Location, To Location, Distance and Amount**

If your commuting distance from home to your duty station must be deducted, please continue to the next page.

8. If you need to deduct your commuting distance, check the **Deduct Commute** box at the bottom

<input checked="" type="checkbox"/> Deduct Commute	TOTAL PERSONAL 0.0 MI	TOTAL BUSINESS 32.0 MI
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8. A new section will appear titled **Deducted Commute Distance**

a. Fill in your home address and your duty station address

Deducted Commute Distance

Home 500 Sligo Ave, Silver Spring, MD 20910,	} 5.5 MI ↓ <input type="checkbox"/> Deduct Round Trip
Office College Park, MD 20742, USA	

9. If you need to deduct your commuting distance as a round trip, check the **Deduct Round Trip** box

Deduct Round Trip

10. You can see the distance being deducted at the bottom of the window under the **TOTAL PERSONAL** section

TOTAL PERSONAL 11.0 MI	TOTAL BUSINESS 21.0 MI
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11. You can now click **Add Mileage to Expense** with the adjusted mileage