TRAVEL APPLICATION

Expense

HELPFULHINTS

- 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 <u>BTA Expense quick reference quide</u>.
- 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
 - Mileage NSCS Fleet Declined (select this opti on if a fleet car was available, yet traveler elected to use personal car).

PROCEDURE

1. On the expense tab, click on mileage/personal car.

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

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CREATE MILEAGE-ONLY EXPENSE REPORT

Updated February 11, 2022

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

For assistance calculating the total di stance, 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.

+ New Expense Import Expenses Details •	Receipts * Print / Email *			
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4. Click on Submit Report



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