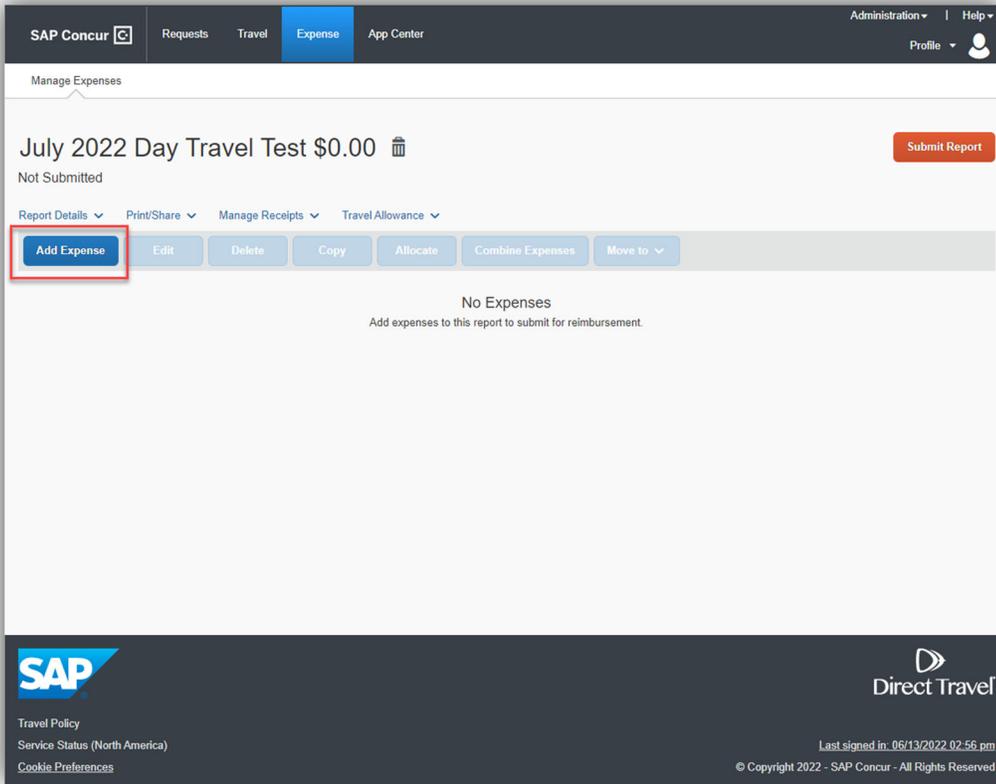
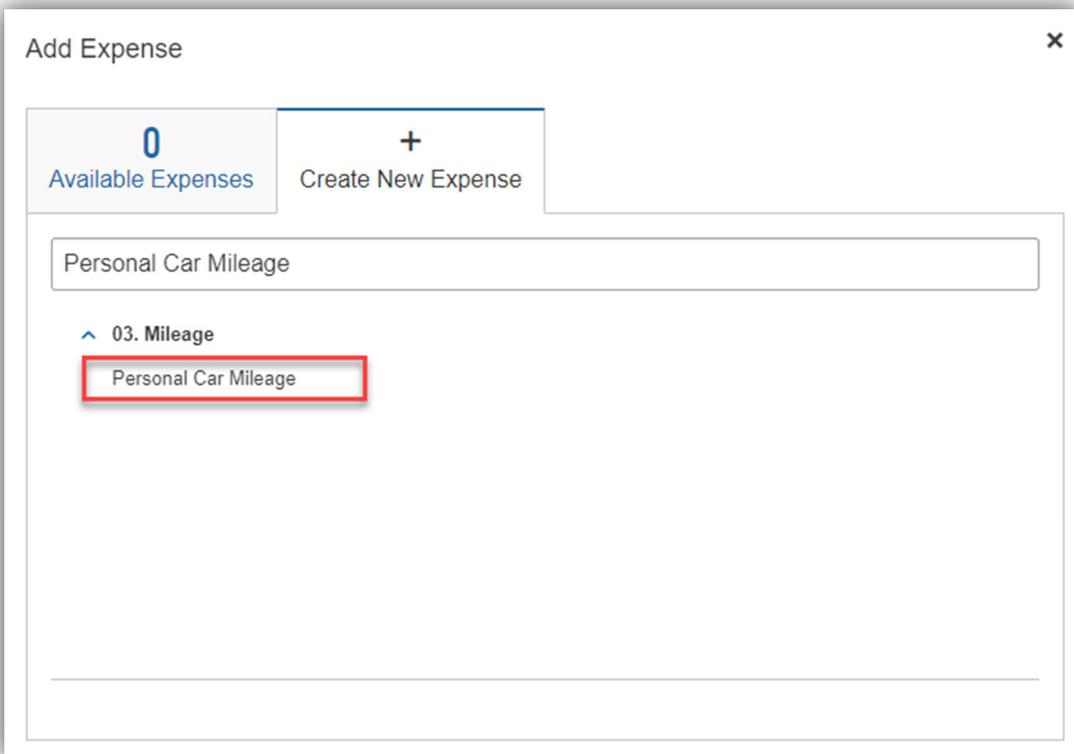


Entering Personal Car Mileage

1. Select **Add Expense** under Report Details.



2. A new Add Expense window will appear. Scroll down or search and type **Personal Car Mileage** in the search expense type. Select **Personal Car Mileage**.

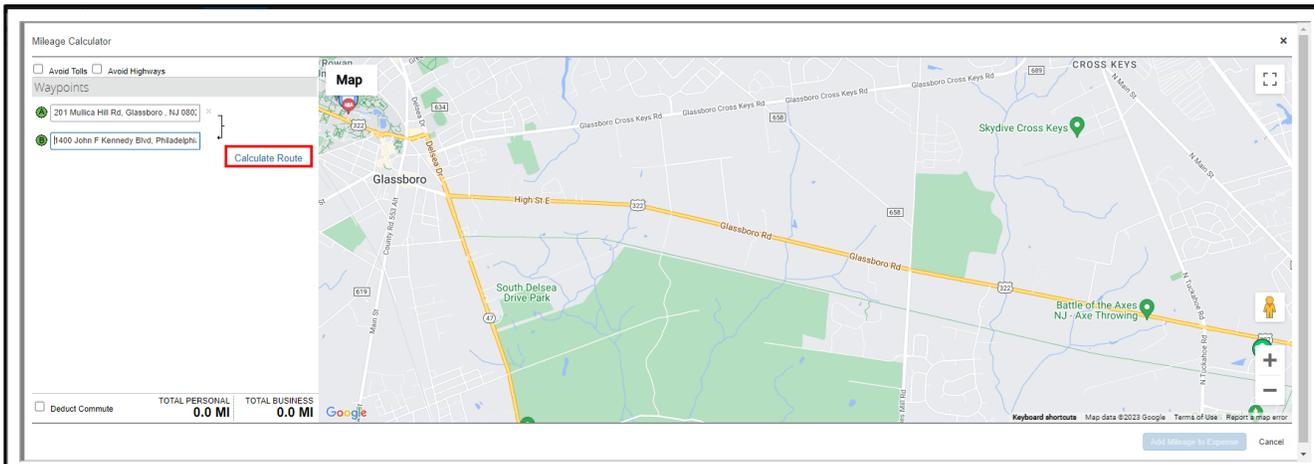


3. The **Mileage Calculator** will appear with your home address auto-populated.

Important Note: If home address does not populate, complete the Personal Information section within the [Profile](#).

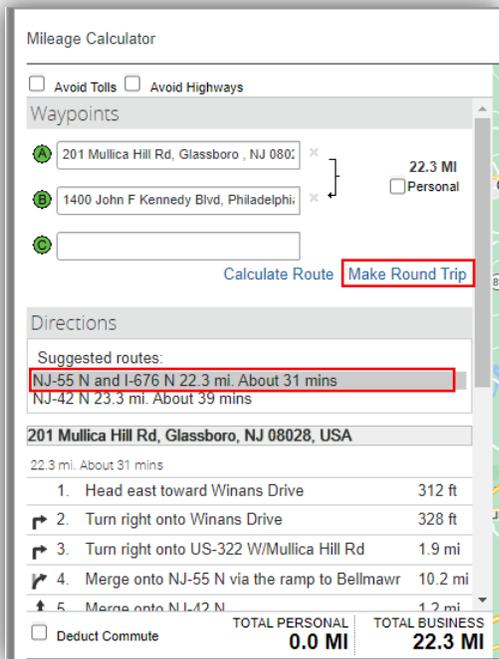
Modify the Waypoints based on your trip. On the left side under Waypoints you will see, Waypoint A- the start address, Waypoint B- the end destination address.

Important Note: A physical street address must be entered for all Waypoints. Entering only a city name (Philadelphia, PA) as the Waypoint will result in a returned report.



4. Select **Calculate Route**

5. If you are returning to the same location, you can make this a round trip by selecting **Make Round Trip**. This will automatically calculate the round trip. If there are multiple routes, select the suggested route with the **shortest distance** under **Directions**.



Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

201 Mullica Hill Rd, Glassboro, NJ 080; 22.3 MI
 Personal

Philadelphia, PA, USA

201 Mullica Hill Rd, Glassboro, NJ 080;

Calculate Route Make Round Trip

Directions

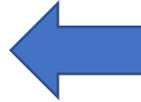
Suggested routes:
 NJ-55 N and I-676 N 22.4 mi. About 30 mins
 NJ-55 N and I-76 24.3 mi. About 32 mins

201 Mullica Hill Rd, Glassboro, NJ 08028, USA
 22.4 mi. About 30 mins

1. Head east toward Winans Drive 312 ft
2. Turn right onto Winans Drive 328 ft
3. Turn right onto US-322 W/Mullica Hill Rd 1.9 mi
4. Merge onto NJ-55 N via the ramp to Bellmawr 10.2 mi
5. Merge onto NJ-42 N 1.2 mi

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	22.3 MI



Incorrect since only city & state are shown for location B

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

201 Mullica Hill Rd, Glassboro, NJ 080; 22.3 MI
 Personal

1400 John F Kennedy Blvd, Philadelphia; 22.6 MI
 Personal

201 Mullica Hill Rd, Glassboro, NJ 080; 22.6 MI
 Personal

Calculate Route

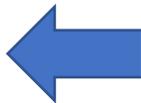
Directions

201 Mullica Hill Rd, Glassboro, NJ 08028, USA
 22.3 mi. About 31 mins

1. Head east toward Winans Drive 312 ft
2. Turn right onto Winans Drive 328 ft
3. Turn right onto US-322 W/Mullica Hill Rd 1.9 mi
4. Merge onto NJ-55 N via the ramp to Bellmawr 10.2 mi
5. Merge onto NJ-42 N 1.2 mi
6. Continue onto I-76 2.2 mi

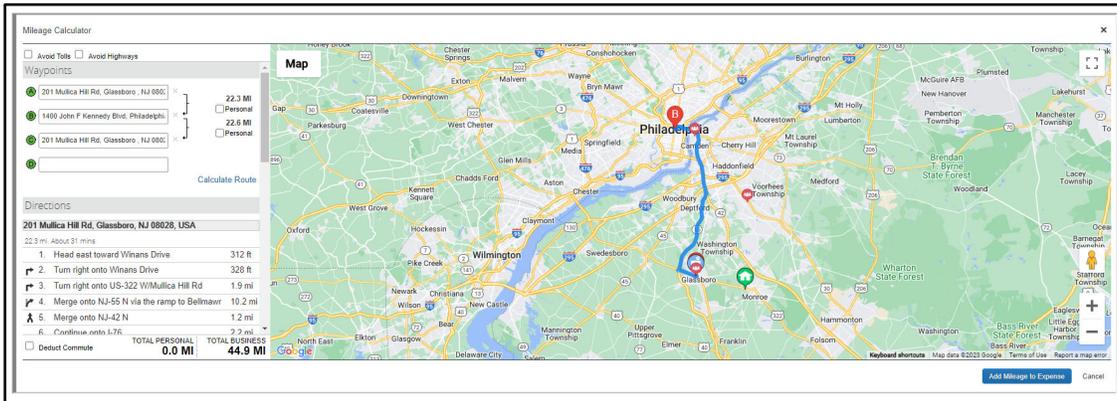
Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	44.9 MI



Correct since entire address is shown

6. Once you are sure you have correctly added your Waypoints, and deducted the commute when necessary, you can select **Add Mileage to Expense** on the bottom right corner of the window. This will auto populate the Waypoints and mileage to the expense line to eliminate entering this information twice.

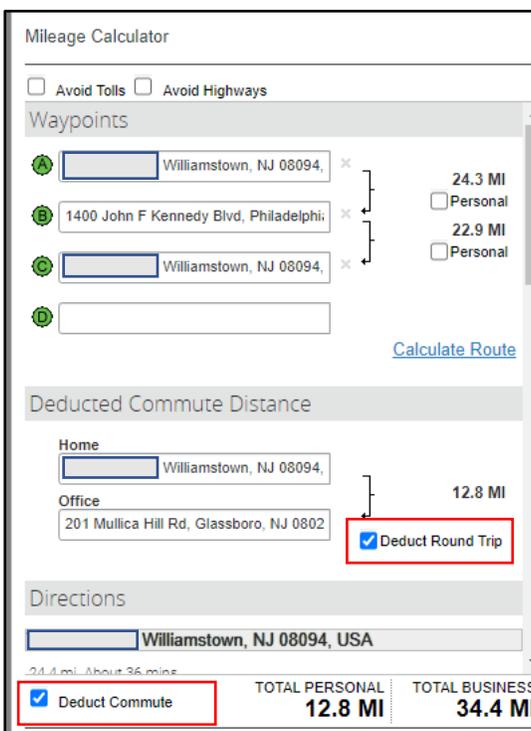


If you left from home, be sure to check the **"Deduct Commute"** box in the bottom left corner of the window. This will automatically deduct your daily commute from the trip. **Note:** Individuals will be reimbursed for miles incurred in excess of daily commute.

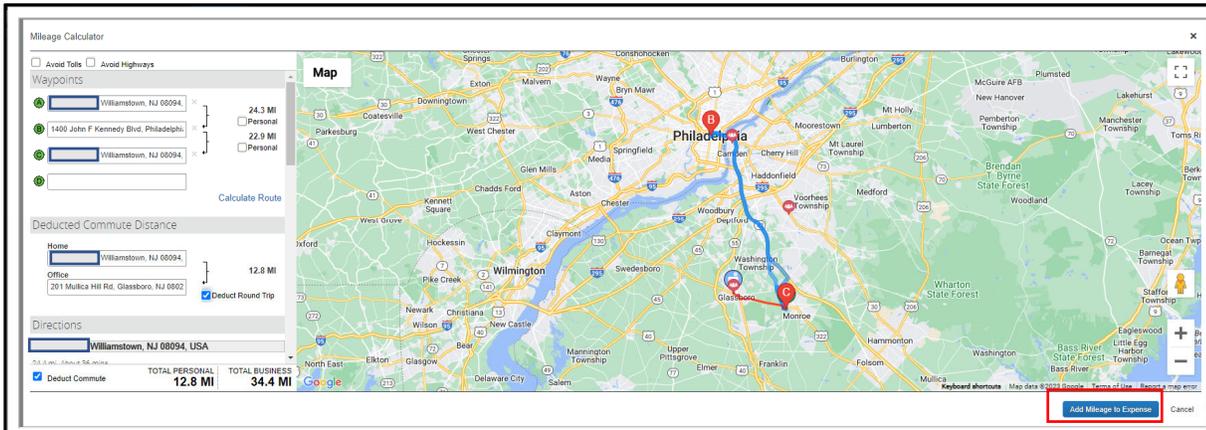
Important Note: If approved to be working remotely or a holiday on days of travel, a comment must be included so that we can verify why commute was not deducted.



7. If you left from home and returned to home, be sure to check the **"Deduct Commute"** box in the bottom left corner of the window, and the **"Deduct Round Trip"** box under Deducted Commute Distance. This will automatically deduct your round trip daily commute from the trip. Note: Individuals will be reimbursed for miles incurred in excess of daily commute.



- Once you are sure you have correctly added your Waypoints, and deducted the commute when necessary, you can select **Add Mileage to Expense** on the bottom right corner of the window. This will auto populate the Waypoints and mileage to the expense line to eliminate entering this information twice.



- Complete all the required fields denoted by a red asterisk.

Important Note: The From Location and To Location, and mileage will automatically update based on the Mileage Calculator. Review the description of each required field below.

New Expense

Cancel
Save Expense

Details
Itemizations

Mileage Calculator
Allocate

Expense Type *

Personal Car Mileage

Transaction Date *

MM/DD/YYYY

Report/Trip Purpose

Meeting

Purpose of the Trip *

From Location *

To Location *

Payment Type

Cash Out of Pocket

Comment

Vehicle ID *

IRS Rate

Distance to Date

0

Distance *

34

Number of Passengers

0

Amount

22.27

Currency

US, Dollar

Reimbursement Rates

Save Expense
Save and Add Another
Cancel

- Expense Type: Personal Car Mileage
- Transaction Date: First date of travel
- Purpose of Trip: The reason for your trip
- From Location: Will update based on Mileage Calculator
- To Location: Will update based on Mileage Calculator
- Distance: Will update based on Mileage Calculator
- Vehicle ID: Select from the drop down menu the IRS Rate, or the State of NJ Grants if grant funded.

