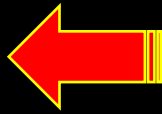
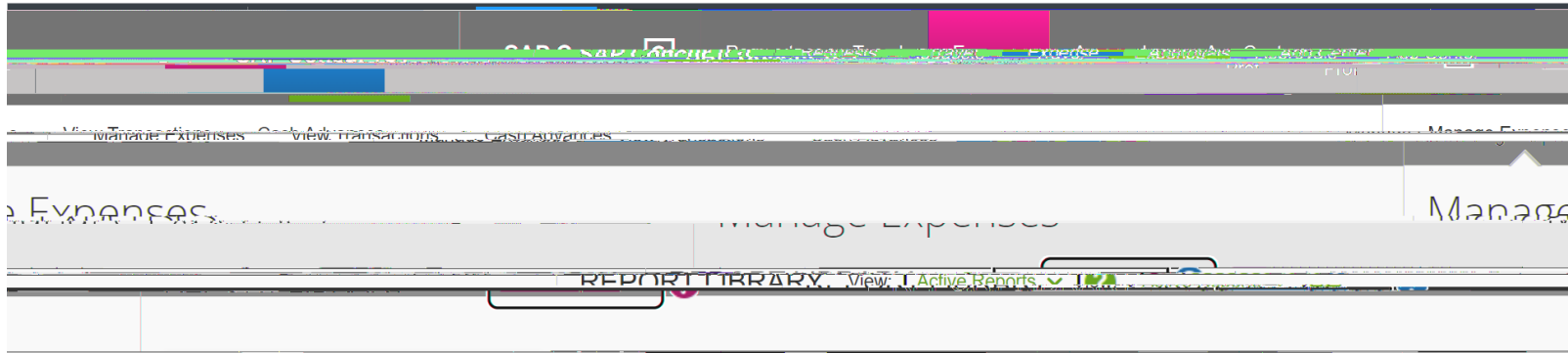




How to Create a Mileage Expense Report

- On the top dark gray menu row
 - Click "Exp. grt"



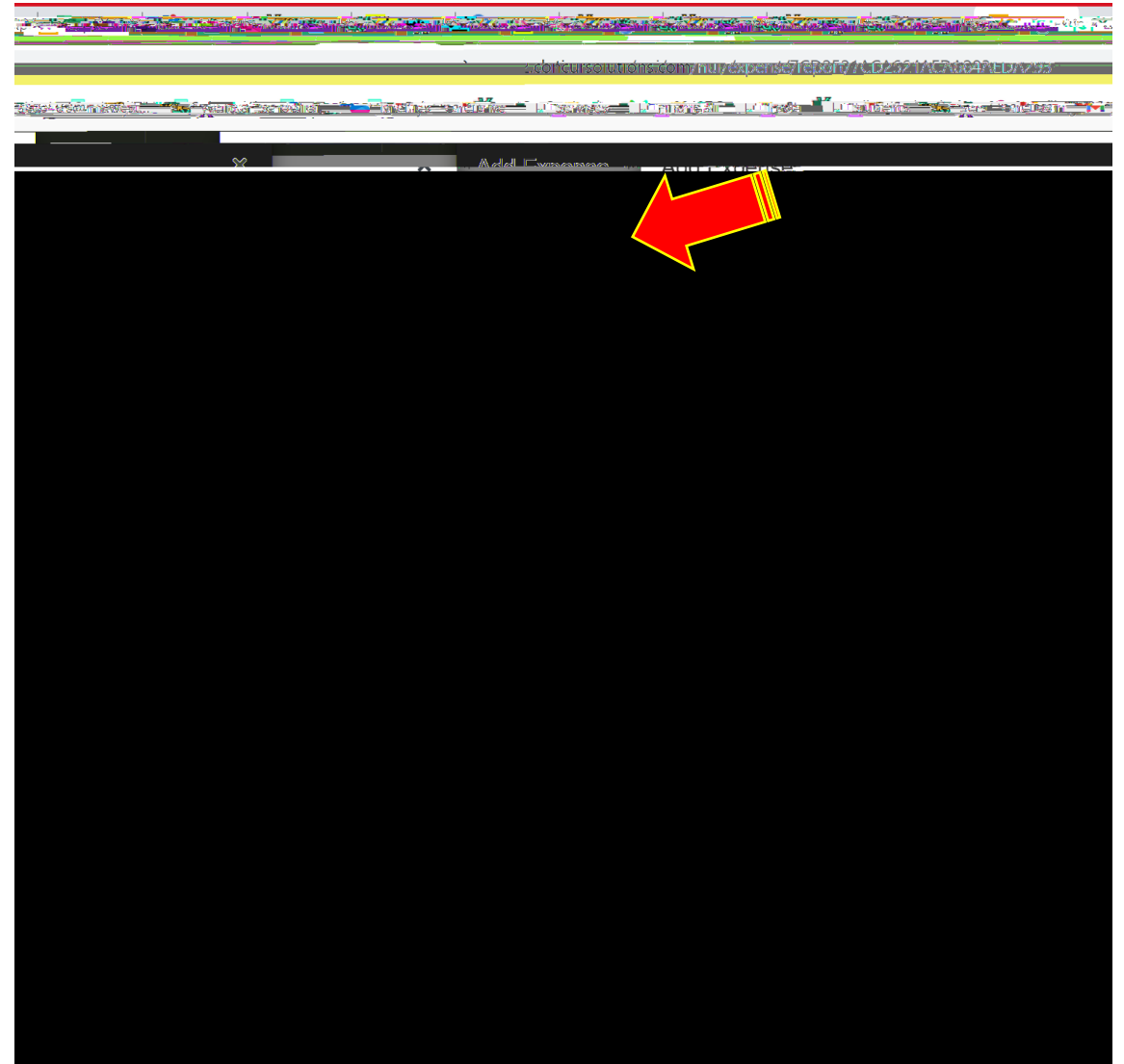
Click on
"Create
New
Report"

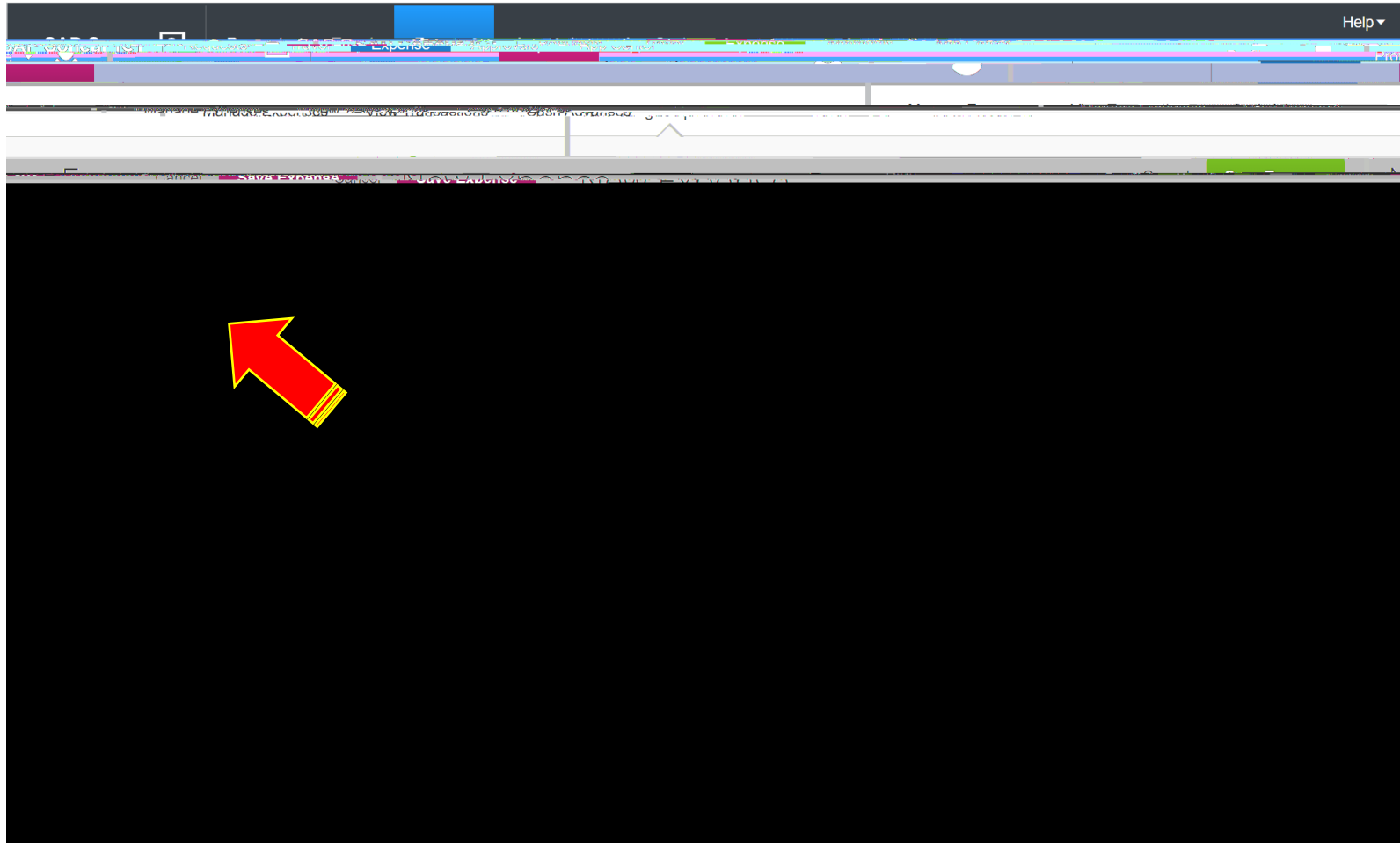
Fill out every box that has a red asterisk

- Report Date
-

Adding Expenses

- Hit the blue “Add Expense” button
- Scroll or type “Personal Car Mileage” in search box





Before filling out the boxes click "Mileage Calculator"

Fill out the remaining boxes that have **red asterisks**

- Transaction Date
- Traveler Type –

