Enter Personal Car Mileage
Submit your allowable personal car mileage expenses for reimbursement.

1. **Create a New Expense Report**
   On the home page, there are two ways to start a new expense report:
   1. In the top menu bar, click *Expense*, then click *Create New Report*.
   2. In the *Quick Task* bar click *New*, then click *Start a Report*.

   • For more information, refer to the tip sheet [Create a New Expense Report](#).

2. **Complete the Report Header**
   On the expense report header, complete the required fields in red:
   • For *Report Type*, choose *Travel*.
   • For *Start and End Dates*, enter the dates you incurred the mileage expense.
     o If your report is for mileage from multiple days, enter the first and last dates of travel.
   • For more information, refer to the tip sheet [Complete the Expense Report Header](#).
   • When finished, click Next.
   • In the pop up window *Is this a Travel Reimbursement?*:
     o Click *Yes* if your report meets travel status for per diem, meaning you are engaged in official university business at a distance of more than 35 miles from your designated work station and place of residence.
       ▪ On the *Travel Allowances for Report* window, create a travel itinerary for your trip.
     o Click *No* If your report does not meet travel status for per diem.

3. **Enter Personal Car Mileage Expense**
   • Click *New Expense*. Search and select *Personal Car Mileage*.
   • Complete the required fields in red (Figure 1):

   ![Figure 1](image)

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• **Transaction Date** — enter the date you incurred the mileage expense.
  o If your report is for mileage from multiple days, enter the last date you traveled.
• **Report Trip or Purpose** — this is prepopulated from the report header.
• **Purpose of the Trip** — enter the reason for the mileage expense.
• **From and To Locations** — enter the addresses of your starting and ending locations.
  o If your report is for mileage from multiple days, enter the locations on your last day of travel.
• **Distance** — enter the total distance in miles you traveled.
  o If your report is for mileage from multiple days, attach a mileage log to your expense report as supporting documentation.
• **Mileage Calculator** — use to determine the total distance in miles you traveled for one or two trips (Figure 2).

![Mileage Calculator](image)

**Figure 2**

**Deduct Your Commute**
When using the mileage calculator, check the box *Deduct Commute* to exclude it from reimbursement.

- In the **Waypoints** fields:
  o Enter your starting location in field A.
  o Enter your ending location in field B.
  o If you have additional locations to input, enter in field C.
- Click *Calculate Route*.

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• Check *Personal* to indicate the mileage is personal and exclude it from the report. You will not receive reimbursement.
• Click *Make Round Trip* to calculate the mileage for a round trip.
• Check *Deduct Commute* to exclude your commute from the report. You will not receive reimbursement:
  o Enter your *Home* and *Office* addresses in the fields.
  o Click *Deduct Round Trip* to deduct the round trip for your commute.
• When finished, click *Add Mileage to Expense*.

4. **Attach Receipts and Supporting Documentation**
• Attach receipts as needed.
• Be sure to attach supporting documentation, such as a meeting agenda or mileage log.
  o For more information, refer to the tip sheet [Attach Receipts and Supporting Documentation](#).

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