Travel and Expense Reimbursement
Entering Personal Car Mileage

1. Start a New Expense Report

- Create a new expense report one of the following ways:
  - On the home page click New, then click Start a Report.
  - On the home page click Expense, then click Create New Report.

2. Complete the Report Header

- Complete the required fields marked in red.
  - For Report Type, choose Travel.
  - For Start and End Dates, input the date you incurred the expense.
    - 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 Completing the Expense Report Header.
  - After completing the report header, click Next.

- In the pop up window asking Is this a Travel Reimbursement?:
  - 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, click Yes.
    - On the itinerary, complete the required fields marked in red, then click Next.
  - If your report does not meet travel status for per diem, click No.

3. Enter Personal Car Mileage Expense

- Click New Expense to add your mileage expense to the report.
  - Search and select Personal Car Mileage.

- Complete the required fields marked in red (Figure 1):
  - Transaction Date — Enter the date you incurred the mileage expense.
    - If your report is for mileage from multiple days, enter the last date you traveled.
  - Report Trip/Purpose — This is prepopulated from the report header.
  - Purpose of the Trip — Enter the reason for your mileage expense.
  - From and To Locations— Enter the addresses for your starting and ending locations.
    - If your report is for mileage from multiple days, enter the locations for your last day of travel.
  - Distance —Enter the total distance in miles you traveled.
    - 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.

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3. Enter Personal Car Mileage Expense—Continued

- (Refer to Figure 2 to use the mileage calculator.)

In the **Waypoints** fields:
- Enter your starting location in field A.
- Enter your ending location in field B.

- Click **Calculate Route**.
  - If you have multiple locations to input, enter in field C.

- Check **Personal** to indicate the mileage is personal. You will not receive reimbursement.
- Click **Make Round Trip** to automatically calculate the mileage for a round trip.
- Check **Deduct Commute** to deduct your commute from the report.
  - Enter your **Home** and **Office** addresses in the fields.
  - Click **Deduct Round Trip** to deduct the round trip for your commute.

- When complete, click **Add Mileage to Expense**.

4. Attach Receipts or Supporting Documentation
- Attach receipts or supporting documentation to your mileage expense, such as a meeting agenda or a mileage log.
  - For more information, refer to the tip sheet *Attaching Receipts or Supporting Documentation to an Expense Report*.

5. Enter Additional Expenses
- Add other expenses to your report to complete it.

6. Submit the Report
- When finished, click **Submit Report**, then click **Accept & Submit**.

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