

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.
 - 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 is a Travel Reimbursement?:*
 - 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.
 - 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):

The screenshot shows the 'New Expense' form with the following fields and their status:

- Expense Type:** Personal Car Mileage (dropdown menu, highlighted in red)
- Transaction Date:** (calendar icon, highlighted in red)
- Report/Trip Purpose:** Conference Attendee (dropdown menu, highlighted in red)
- Purpose of the Trip:** (text input field, highlighted in red)
- From Location:** (text input field, highlighted in red)
- To Location:** (text input field, highlighted in red)
- Payment Type:** Out of Pocket/Personal Card (dropdown menu, highlighted in red)
- Distance:** 0 (text input field, highlighted in red)
- Amount:** 0.00 (text input field, highlighted in red)
- USD:** (dropdown menu, highlighted in red)
- Comment:** (text input field, not highlighted)

A red box highlights the **Mileage Calculator** button at the bottom right of the form.

Figure 1

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu

- **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 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.
 - 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.
 - 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).

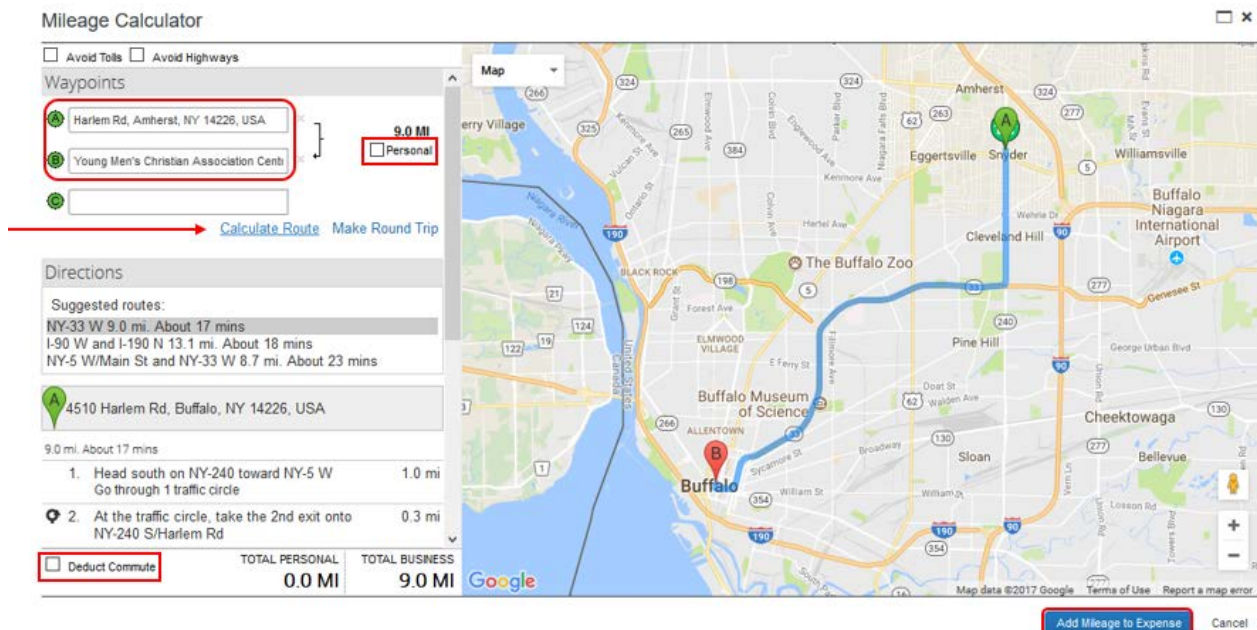


Figure 2

Deduct Your Commute

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

- In the **Waypoints** fields:
 - Enter your starting location in field A.
 - Enter your ending location in field B.
 - 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:
 - Enter your *Home* and *Office* addresses in the fields.
 - 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.
 - For more information, refer to the tip sheet *Attach Receipts and Supporting Documentation*.