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 Mileage Expense

- Click **New Expense** to add your mileage expense to the report.

- In the **New Expense** pane to the right:
  - In the **Expense Type** search bar, type “mileage” then select **Personal Car Mileage**.
  - Complete the **required** fields marked in red:
    - **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 populated 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** — If you know the total distance in miles you traveled, enter it here.
      - If your report is for mileage from multiple days, enter the total number of miles traveled.
      - Also attach a mileage log to your expense report as supporting documentation.
    - Click **Mileage Calculator** to determine the total distance in miles you traveled for one or two trips (Figure 1).

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Figure 1: Mileage Calculator
Travel and Expense Reimbursement
Entering Personal Car Mileage—Continued

4. Use the Mileage Calculator
   - (Refer to Figure 2)
   - In the **Waypoints** fields:
     - In field A enter your starting location.
     - In field B enter your ending location.
   - 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**.

5. 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*.

6. Enter Additional Expenses
   - In the **New Expense** pane to the right, add other applicable expenses such as Parking or Tolls/Road Charges.
   - Complete the required fields in red, attach your receipts, then click **Save**.

7. Submit the Report
   - When your report is complete, click **Submit Report**, then click **Accept & Submit**.

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