1. On the New Expense tab, select Personal Car Mileage from the New Expense List.
2. Click the Transaction Date field, and then use the calendar to select the date of the transaction.
3. Leave the From Location field, blank. This field will update from Calculate Mileage.
4. Leave the To Location field, blank. This field will update from Calculate Mileage.
5. Click the Traveler Type field, and then choose employee or non-employee.
6. Verify the personal vehicle used for this trip in the Vehicle ID field. If no vehicle defaulted you will have to select from the dropdown list.
7. Click on the Mileage Calculator icon. Enter all the waypoints for your trip that day-start to last travel location. After each entry, click Calculate Route. Another waypoint box will appear to add more waypoints.
   **Note:** We suggest you always start and end at the same location. For multi-day travel start at home or where you left from that travel day and end with home or where you spent the night that travel day.
   Click Make Round Trip to show final destination as the starting destination.
   Click the box Deduct Commute and enter, or verify, your home address and your assigned office location. You should only have to enter home and office data once. To make this a round trip commute deduction, click Deduct Round Trip.
   Click Add Mileage to Expense to update the expense report.
   **Note:** If your actual mileage was different than the calculated mileage due to detours, locations with no address, etc., you may change the calculated distance and use the Comment field to explain the difference. This distance MUST be a whole number!
8. Click Save.