



Travel Management System (TMS)

JOB AID # 5.01

Date: 10/19/2012

Job Aid Description: Personal Car Mileage

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**.