1. Mileage Personal Vehicle: If the travelers are using their own vehicle for travel, select the Mileage – Personal Vehicle subcategory (also known as a tile) under the Ground Transportation category (also known as a mosaic). Before the beginning of travel, there should be verification that this is the most cost-effective means of transportation and that there was not a Fleet Service vehicle available. A cost-comparison must be attached to this expense line item.
2. Date: The date of the travel. If the date default is incorrect, it can be changed manually.

3. Mileage Rate Type: There are 4 types for the mileage rate:
   a. Full Rate (Round trip less than 200 miles)
   b. Lesser Rate (Round trip greater than 200 miles)
   c. Courtesy Car Rate:
   d. Dept. Budget Rate: The user can manually enter in their own Rate as long as it is not above the per-diem rate.

4. Rate: The mileage rate type drives this number. It can only be edited if Dept. Budget Rate is selected

5. Miles: The user cannot manually enter in the number of miles without the Google Map Mileage attached. Use the Calculate Mileage function to determine the number of miles driven. Note: The user can manually change the number of miles driven After the Google Map Mileage has been attached and calculated
6. Enter in the starting location. Note: this should be a full address or city and is not driven by Zip Code.
7. Enter in the destination location. Note: Same rules apply to starting location.

Note: If the traveler took a different route than what is defaulted by Google Maps, the user can move the blue line to correctly align with the travel path taken (aka took alternative route due to traffic as Google Maps defaults to shortest route).
8. Add Destination: Add additional location if this travel had multiple destinations.
9. Return to Start: Return to the starting location from the last destination entered.
10. Save Trip: Select this button after all destinations have been entered.

Note: The Miles have now been preloaded with the total miles calculated. If desired, a user can now manually enter in the miles traveled. If the miles manually entered exceed the Google Map Mileage, a violation will fire when the user attempts to submit the expense line item.

11. Deduction: The user can manually deduct the reimbursement amount by either Distance or Amount.
12. Amount: The total dollar amount being reimbursed for mileage.
13. Description (Optional): This space is populated by the “From” and “To” locations of the trip. If needed, the user can still manually enter in comments and remove the “From” and “To” locations.
14. Activity Code: If there is an activity code, select it from the pre-populated list.
15. Allocation: Insert the funding for mileage

16. Add Attachments: The Google Maps image will automatically be uploaded if the “Allowable Total Calculation” was completed. The user can attach/upload the Cost Comparison sheet here as well as any other documentation that is needed.

17. Save: Select this button after all of the information has been entered.

Note: The user can now see that the Google Map image is now attached to the line item.