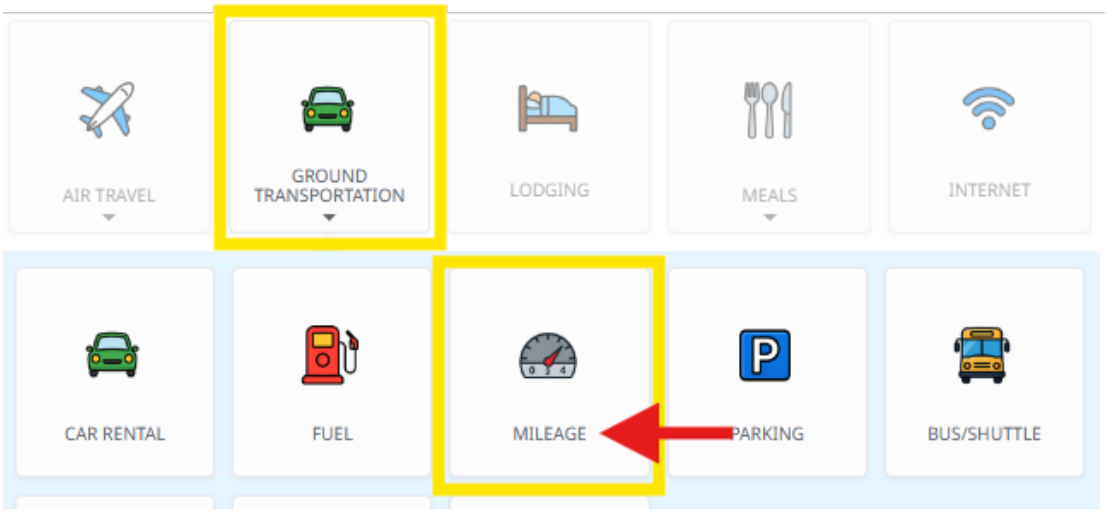
Emburse User Guide:
Mileage Expense Type

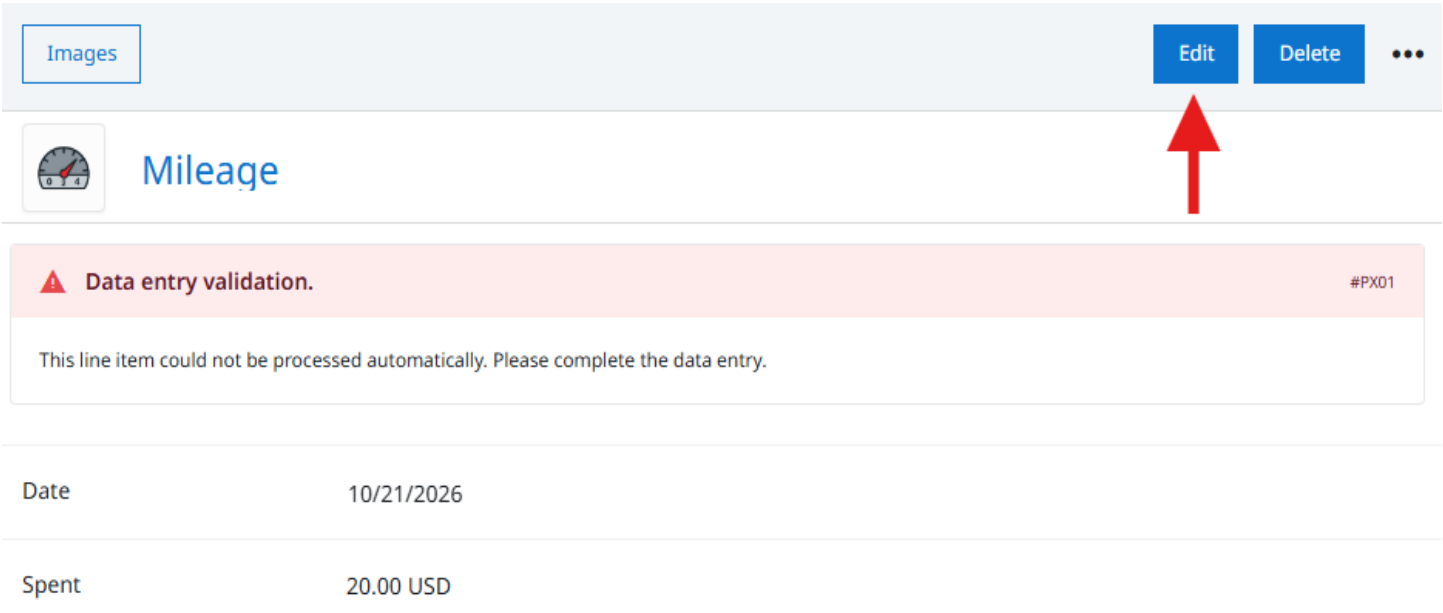
This expense type is in the Ground Transportation tile.

- Tip: If this expense type was estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.
- Tip: If this expense type was not estimated on the Pre-Approval, then add it to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).



Calculate Trip Mileage for Reimbursement

Click on the Mileage expense line. In the Mileage detailed window that opens, find and click **Edit**.

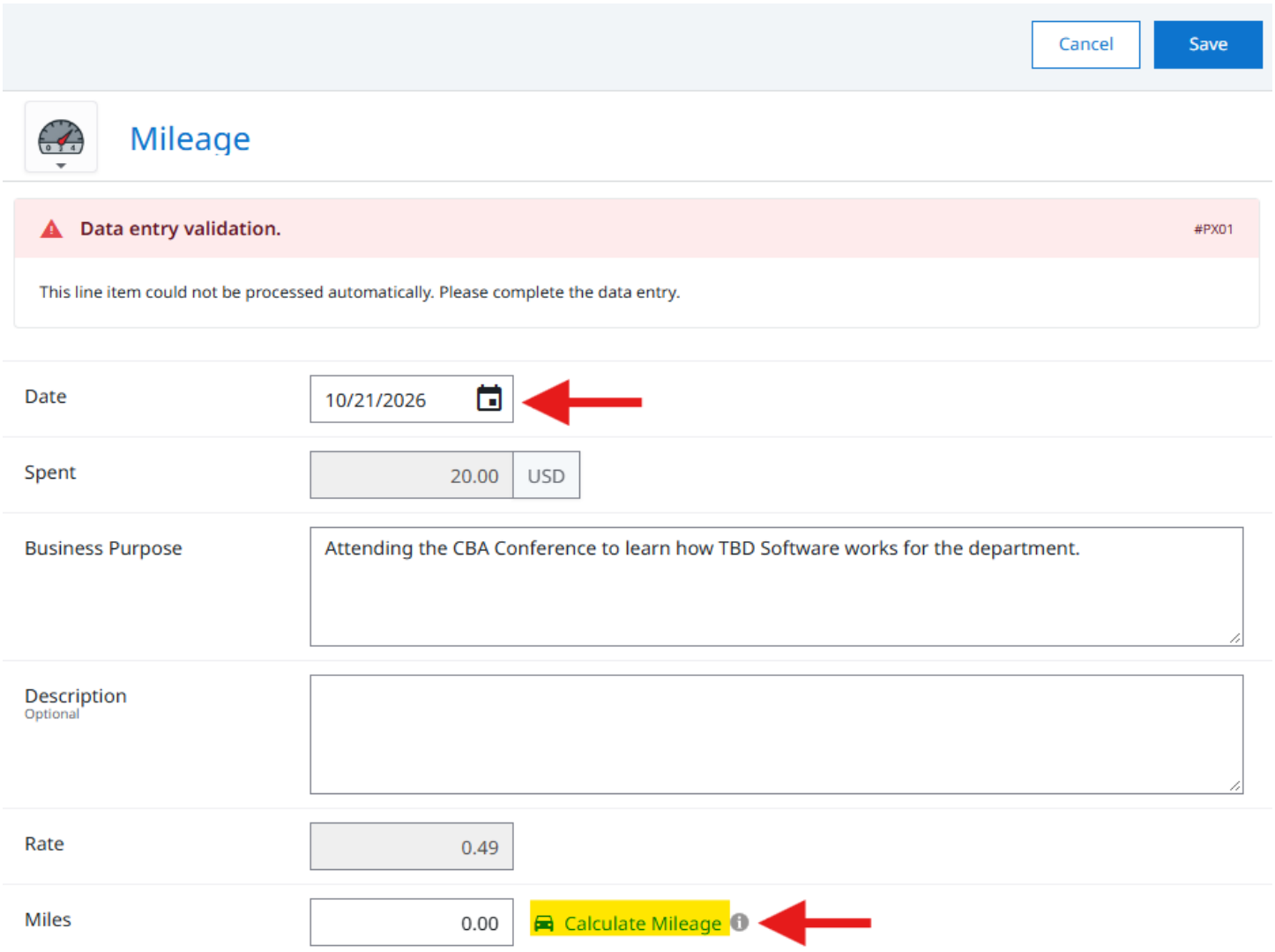


The **Date** should be the start date of the trip.

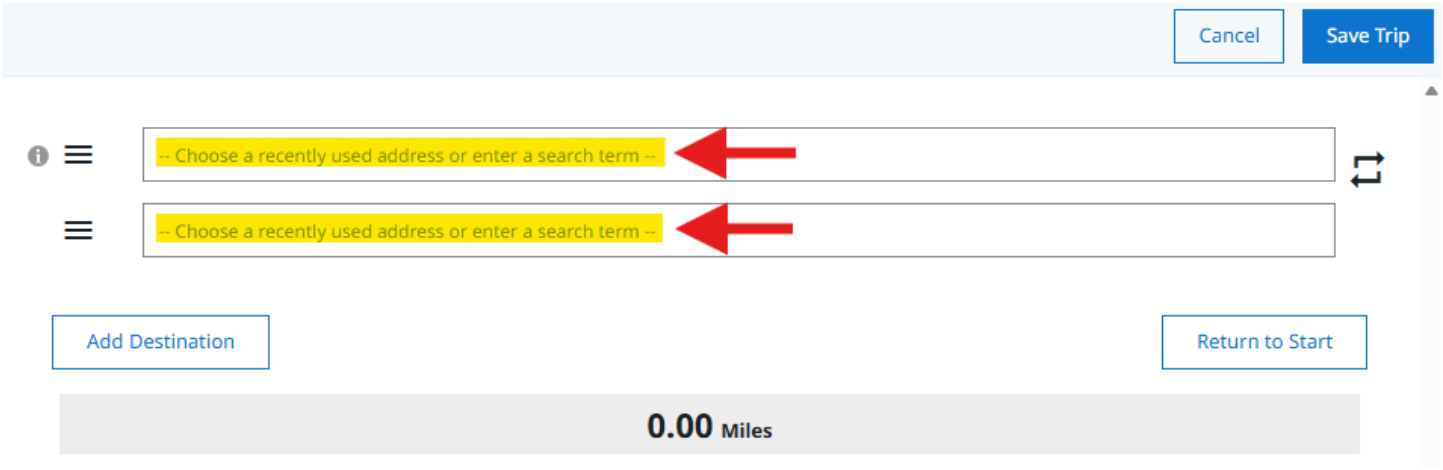
- Tip: Ignore the data entry validation warning box. It will disappear after you are done updating.

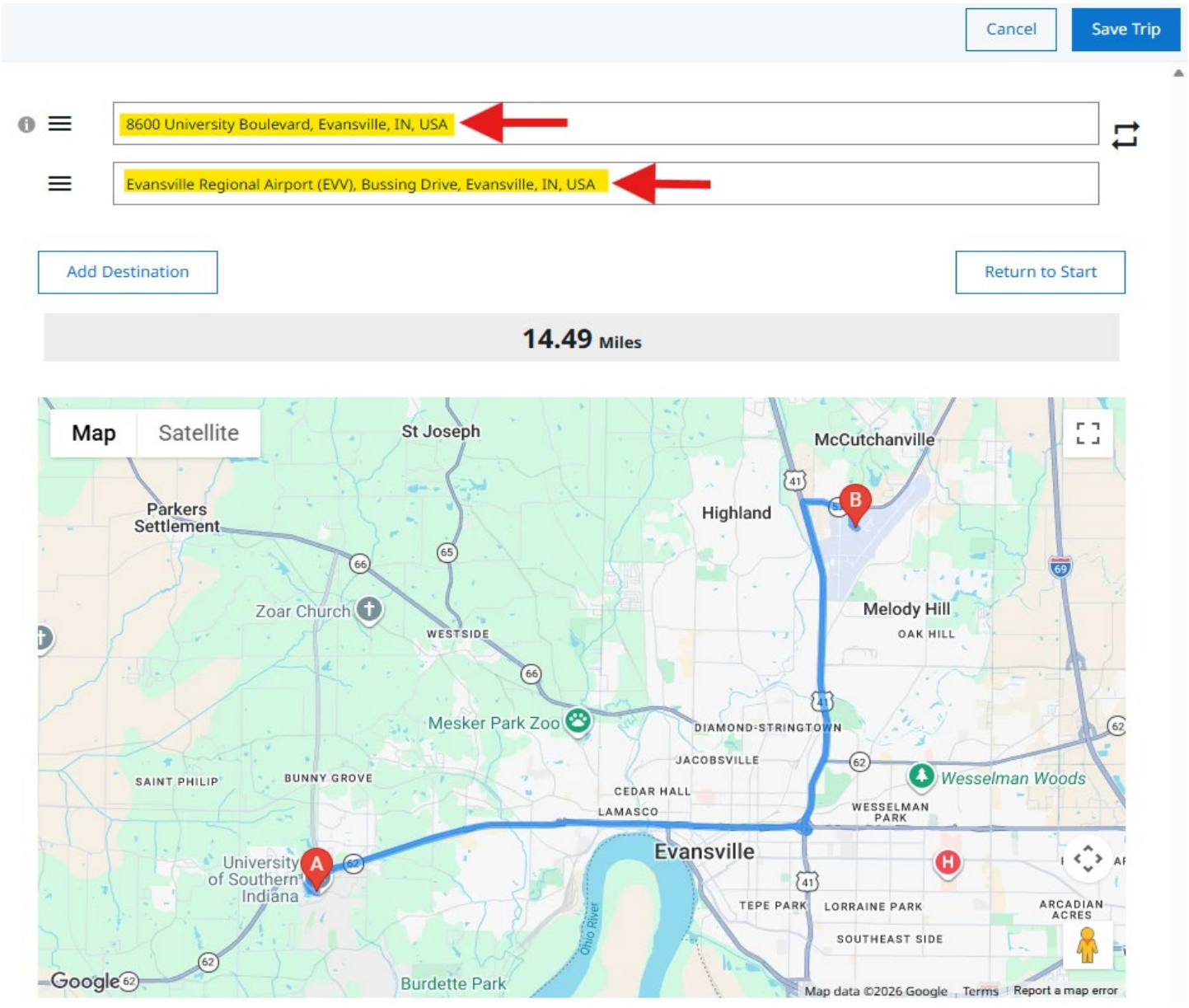
Click **Calculate Mileage** to the right of the Miles field.

- Tip: If this window does not open, then ensure the browser's pop-up blocker is disabled, and then retry.



Enter the **Starting Location** in the first row.
Enter the **Destination** in the second row.

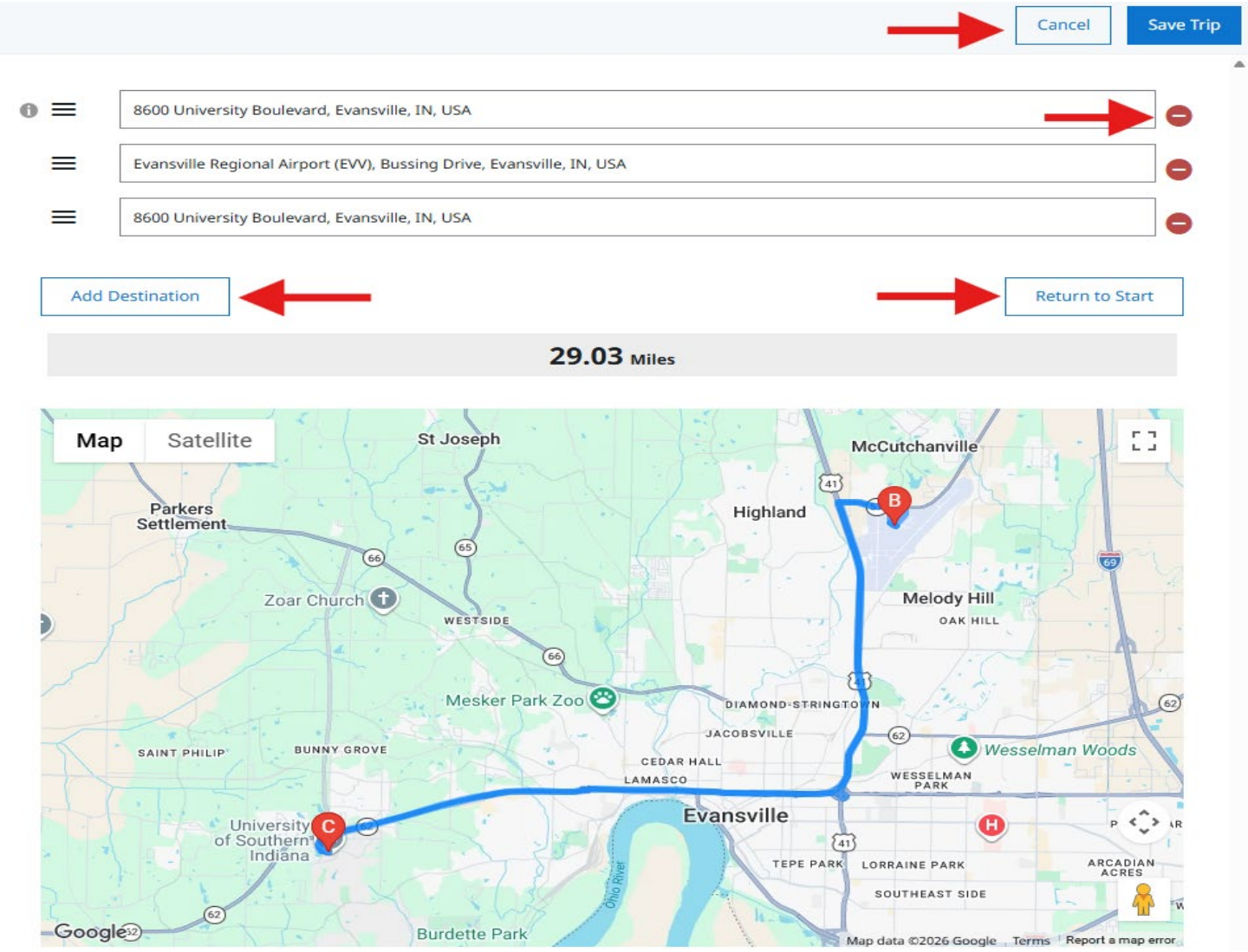




After entering the Starting Location and Destination, click **Return to Start**. This will give you the round-trip mileage.

Click **Save Trip** to save the data entered, or click **Cancel** to be taken back to the Mileage detail window.

- Tip: If the wrong location is selected, then click the red circle with the white line to delete it.
- Tip: If an additional destination needs to be added, then it must be USI business-related. Click **Add Destination**.



After clicking Save Trip, the Mileage detailed window will reopen. Notice that the **Spent** field is populated, and the **Description** field shows the trip locations as entered in the previous screen.

Click **Save** to add to the Expense Report or **Cancel** to delete.

- Tip: After you click Save, the data entry validation warning box will disappear.
- Tip: If a deduction needs to be made, then click **None** to the right of the Deduction line. From there, select either **Distance** or **Amount**. Enter either the distance or the amount to be deducted. The Spent line will reflect this deduction.

