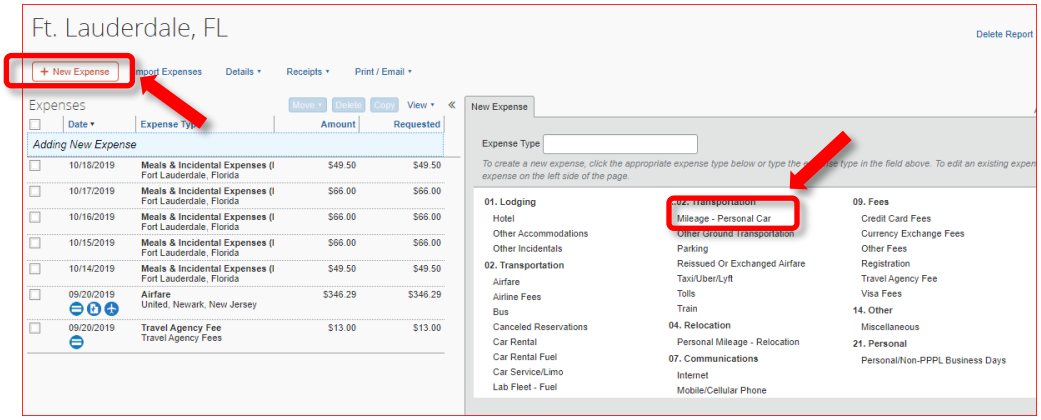
Entering Personal Mileage

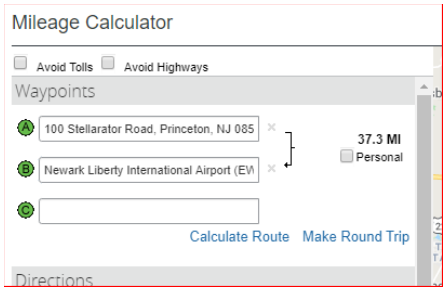
Objective: This section will go over the steps to enter Personal Mileage for reimbursement.

1. Click on **+ New Expense** > select **Mileage – Personal Car**



2. On the **Mileage Calculator** popup window, enter the following information:
   - **A**: departure address *(your home address if you traveled from home, work address if you traveled from work)*
   - **B**: The business location (local travel) / the airport that you flew out of

3. Click **Calculate Route**

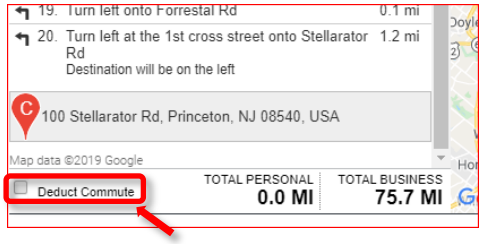


4. If you are claiming Round Trip mileage reimbursement, click **Make Round Trip**

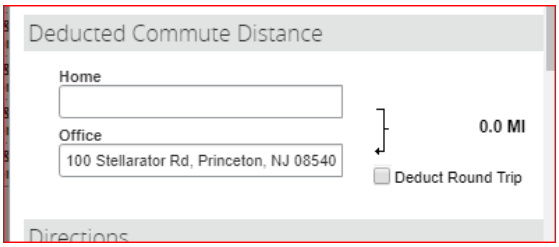
Note: Round trip can occur on the same day or days later when you return from your trip. Use *Make Round Trip* when:
- A person dropped you off at the airport
- You drove your personal vehicle for PPPL business
- You drove to the airport on the day of travel and returned home days later.

Entering Personal Mileage

5. If you traveled on a weekday and departed from home, you must deduct your daily commute mileage
   a. Click on **Deduct Commute**

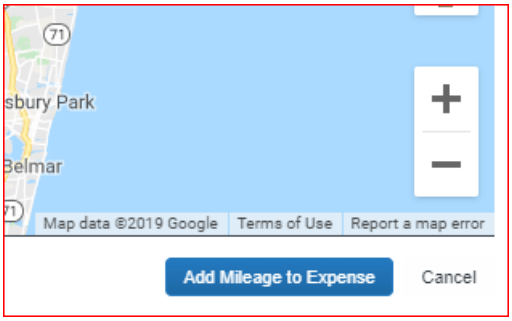
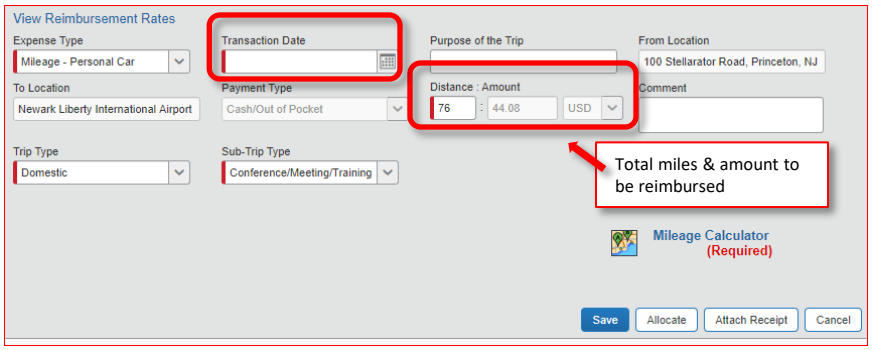


   b. Enter your Home and Work address *(100 Stellarator Road, Princeton NJ for PPPL)*



   c. Select **Deduct Round Trip** if both departure and return dates are weekdays

6. Click **Add Mileage to Expense**



7. Enter the **Transaction Date**. If your mileage includes a round trip that spans several days apart, use the date your returned from your trip. Click **Save**