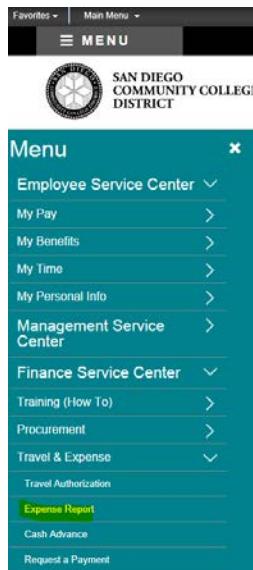


## MILEAGE-ONLY EXPENSE REPORT (ER)

The menu path is Menu > Finance Service Center > Travel & Expense > Expense Report



The system will default to your Empl ID#. Click on Add. (if you have saved a mileage claim and wish to modify it, choose 'Find an Existing Value' and you will be provided with a list of your saved reports).

### Expense Report

Find an Existing Value | Add a New Value

Empl ID 0002066081

Add

Under Business Purpose choose Mileage Reimbursement Only. At any time you can choose 'Save for Later' in the upper right to obtain an ER # and to ensure you don't lose your entries.

Create Expense Report

Save for Later | Summary and Submit

Nancy Lane Quick Start

\*Business Purpose:  Accreditation, Governance / Administration, Professional Development, Student Activities

\*Report Description Reference: "/>

Default Location:

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="button" value=""/>	<input type="text"/>	<input type="button" value=""/>	<input type="text"/> 0.00	<input type="button" value=""/> USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Enter the information in the highlighted fields. The system will calculate the amount payable to you automatically based on the number of miles you enter. Be sure to populate the Fund and Activity fields with your GL string. Dept and Account number are auto-populated. Mileage can be grouped together and does not have to be itemized if there are multiple. When you are finished making your entries press Summary and Submit in the upper right:

Create Expense Report

Save for Later | **Summary and Submit**

Nancy Lane [Edit](#)

Actions [...Choose an Action](#) [GO](#)

\*Business Purpose: Mileage Reimbursement - ONLY

\*Report Description: December 2015

Default Location:  [Search](#)

Reference:  [Search](#)

Attachments: [Attachments](#)

**Expenses** [Edit](#)

Expand All | Collapse All Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

Totals (1 Line) 14.38 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/29/2015	Automobile Mileage	To/From District Office	Employee Paid	14.38	USD
*Billing Type: Internal Dist		<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt		*Exchange Rate: 1.00000000	
*Miles: 25 x 0.5750				Reimbursement Amt: 14.38 USD	

**Accounting Details** [Edit](#)

Chartfields: [Chartfields](#)

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Activity	Account	Oper Unit	Project	Affil
14.38	DIS01	14.38	USD	1.00000000	74200			5351			

Expand All | Collapse All

Totals (1 Line) 14.38 USD

Check the box on the right which represents your electronic signature, then the Submit Expense Report button will be activated and you can press that to submit:

Create Expense Report

Save for Later | [Expense Details](#)

Actions [...Choose an Action](#) [GO](#)

\*Business Purpose: Mileage Reimbursement - ONLY

\*Description: December 2015

Reference:  [Search](#)

**Totals** [Edit](#)

[View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (1 Line)	14.38 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 14.38 USD Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**