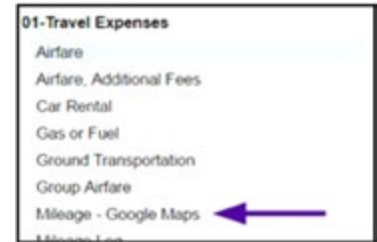


- A complete departure and arrival address is needed.
- Mileage reimbursement covers wear, repair and fuel.
- Driver must have personal auto insurance.

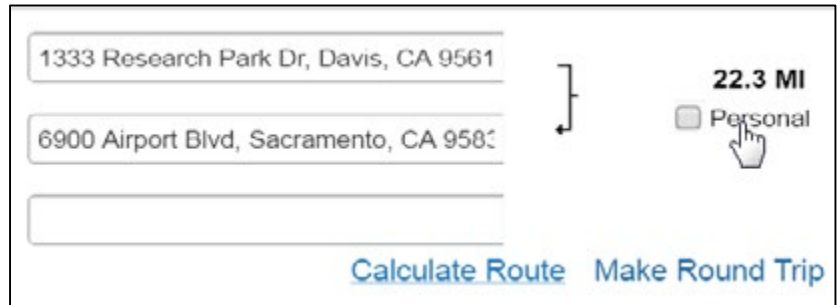
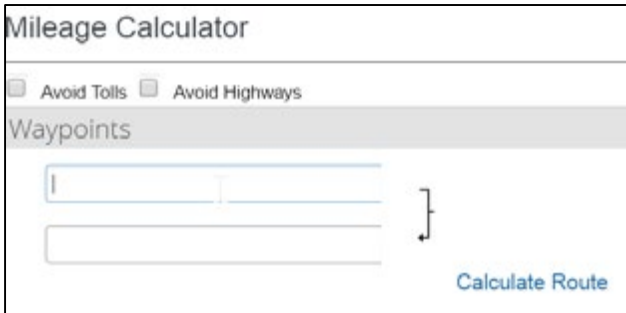
1) Select expense type “Mileage – Google Maps”

- a) Must already have a vehicle registered in your profile to use this expense type.
- b) To learn more about registering your car go to:

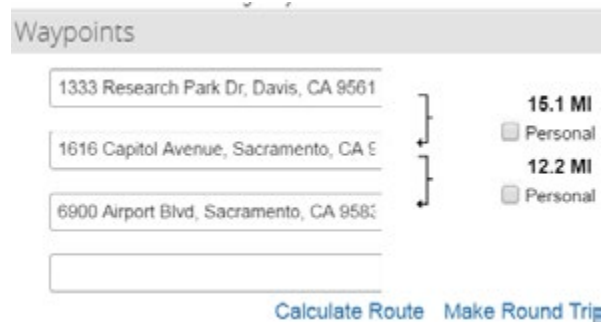
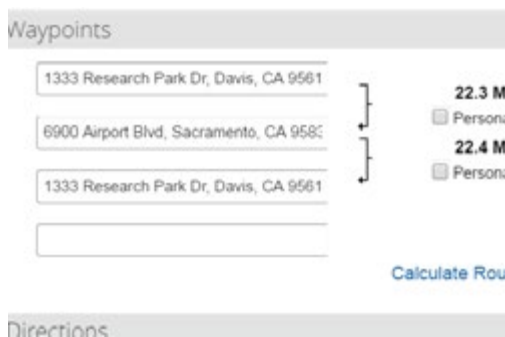
i) <https://extension.ucdavis.edu/sites/default/files/PersonalCarRegistration.pdf>



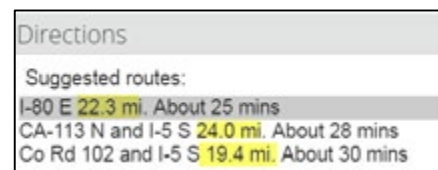
2) Enter departure address and arrival address.



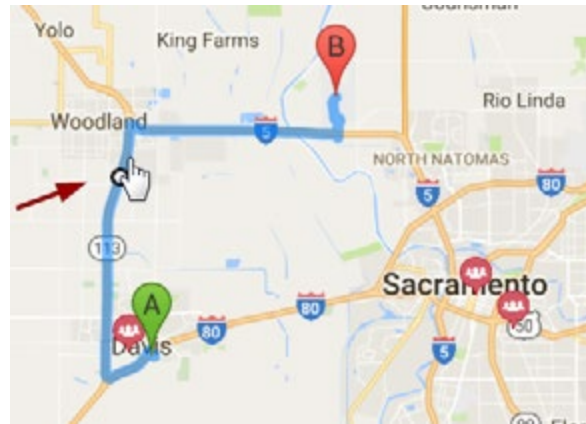
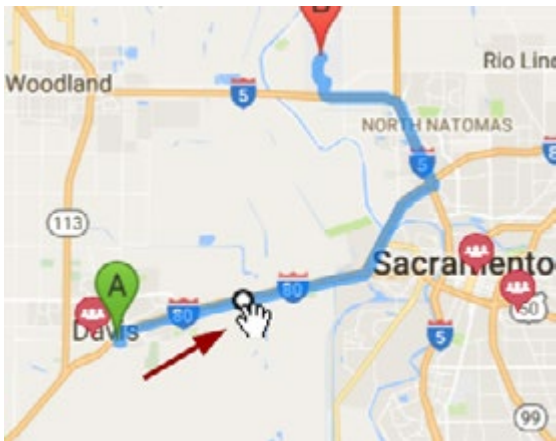
- a) Click “Calculate Route”
- b) You can choose to make it roundtrip or add another address and then calculate the route again.



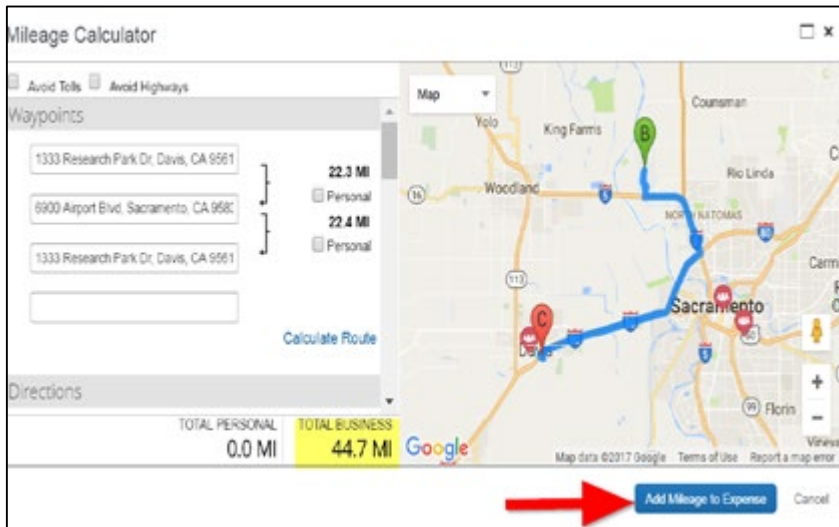
- c) For some routes there can be more than one option. Choose the one that matches the route taken. In this example the shortest route is not the fastest route. The system will automatically select the quickest route. Adjust as needed.



d) If the route taken is not listed in the suggested routes you can make adjustments by dragging the blue route line within the map.



3) Once the route is entered and the total mileage is displayed, click the “Add Mileage to Expense”.



4) This will take you back to the expense screen to complete the required information.

- a) Transaction Date
- b) Check box for “Vehicle Used has Liability Insurance” to confirm this requirement has been fulfilled.
- c) Click save

If an alternate route is taken you will need to provide the route information and the reason a different way was used. Proceed to Allocate and Submit.

