

Job Aid: Personal Car Mileage (Single Non-Employee)

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This aid reviews expense types unique to guest expense reports. Please remember that guest expense reports must use the ***UMD Travel and Hosting – Guest** expense report type.

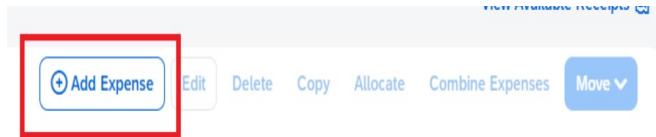
Personal Car Mileage - Guest

Open your expense report

Click **Add Expense**

Under the tab **Create New Expense**, search for and select:

Personal Car Mileage - Guest



Add Expense to Report

Available Expenses (0) [New Expense](#)

Search by expense type, category, description

Personal Car Mileage

Personal Car Mileage - Guest

Personal Car Mileage Reduction

Fill out the following fields:

Transaction date

Distance

Rate - .70

Payment Type - *Paid by Guest

If you don't use the mileage calculator, be sure to attach the mileage from Google Maps to the expense report.