How to Create a Mileage Expense Report

- On the top dark gray menu row
  - Click "Expense"
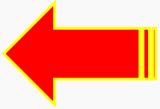
Requests   Travel   Expense   Approvals   App Center   Prof

Manage Expenses   View Transactions   Cash Advances

Manage Expenses

REPORT LIBRARY   View: Active Reports ⌄   ?

+
Create New Report

AVAILABLE EXPENSES   View: All Expenses ⌄

Delete   Combine Expenses   Move to ⌄

No Expenses
When expenses come in, they will be added to this list.

Type here to search

Click on "Create New Report"

Fill out every box that has a red asterisk

- **Report Date**

- **Trip Start Date** – First day of the Month

- **Trip End Date** – Last day of the month

- **Purpose of Trip** – Class Name and Clinical Visit

- **Trip Type** – Domestic

- **Travel Allowance** – No, I do not require a Travel allowance

- **Comment** – List the name of the course and hospitals visiting.
  - Must include "Does not have an on-campus office"

Adding Expenses

- Hit the blue "Add Expense" button
- Scroll or type "Personal Car Mileage" in search box

Before filling out the boxes click "Mileage Calculator"

Entering Your Mileage

- Enter your home address

- Enter the hospital's address

- Hit "Calculate Route"

- Hit "Make Round Trip"

- Hite "Add Mileage to Expense"

- Please note that these instructions only apply to part-time instructors. Full-time faculty must follow a different process.

Fill out the remaining boxes that have red asterisks

- **Transaction Date**

- **Traveler Type** – Employee

- Hit "Save Expense"

Then repeat each step for each travel date

Before you submit your report...

- Please email Amanda Curley at acurley@kennesaw.edu to approve your report before submission or if you have any questions.

- After you get approval, you can hit the orange "Submit Report" button.