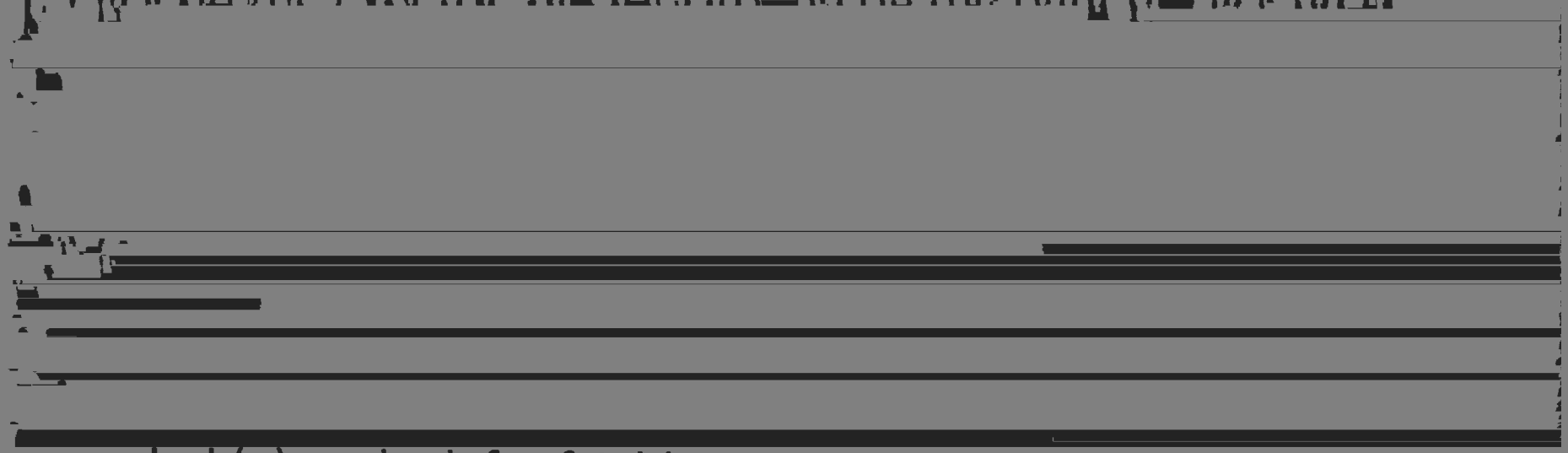
Mileage

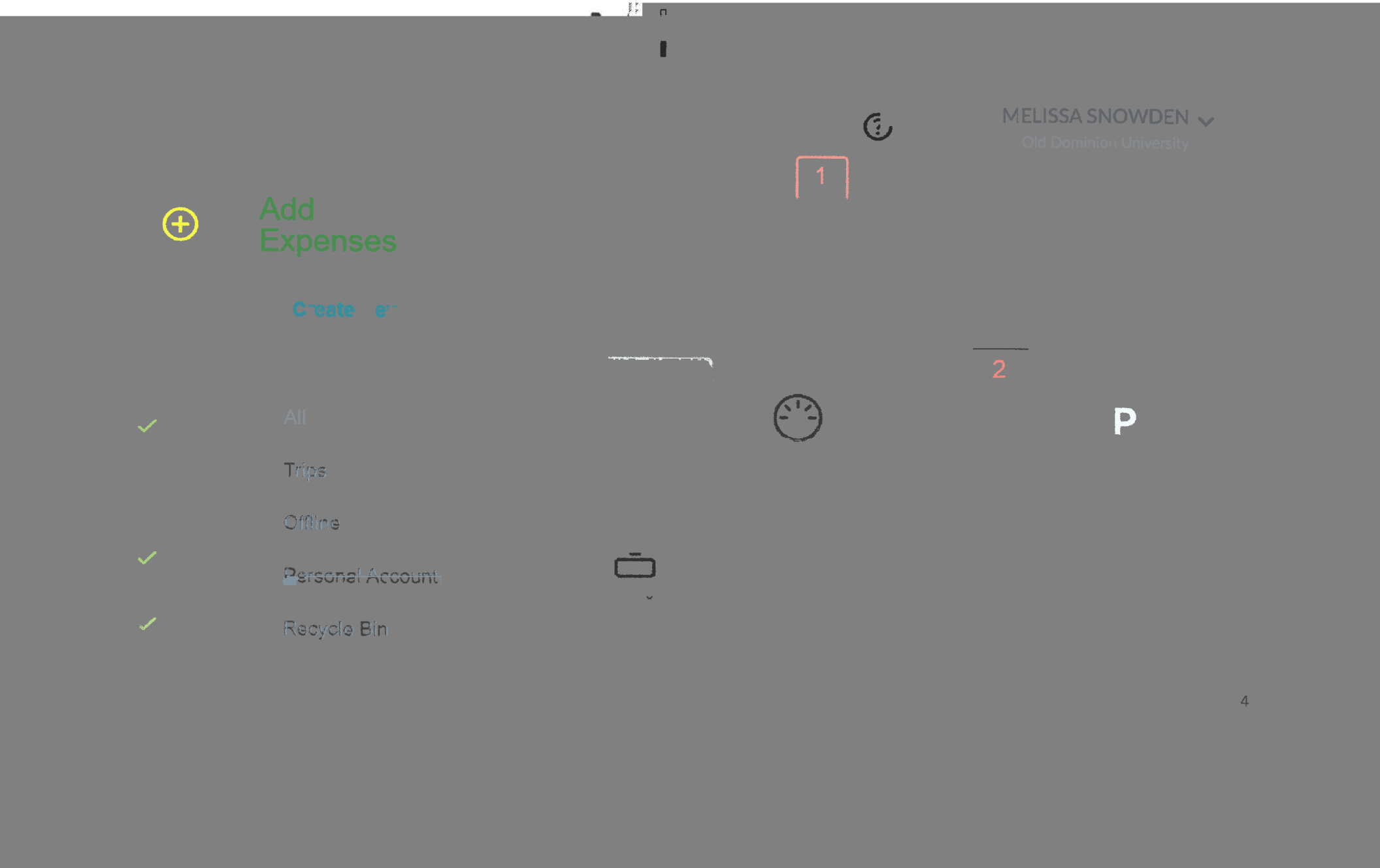
Steps to input mileage expenses:

1. Click on the expense tile for Ground on the right or click on the plus



symbol (+) to the left of Add Expenses to view the expense tiles

2. Select Mileage and complete the form
3. Date - Input the receipt date or date the flight was purchased
4. Comments – The mileage details will automatically be populated


MELISSA SNOWDEN
Old Dominion University
1
Add
Expenses
2
All
Trips
Offline
Personal Account
Recycle Bin

MELISSA SNOW EN

Cancel Save

Date 3 04/14/2024

Amount .00 USD

Comments 4

Rate 5 Current IRS Mileage Rate

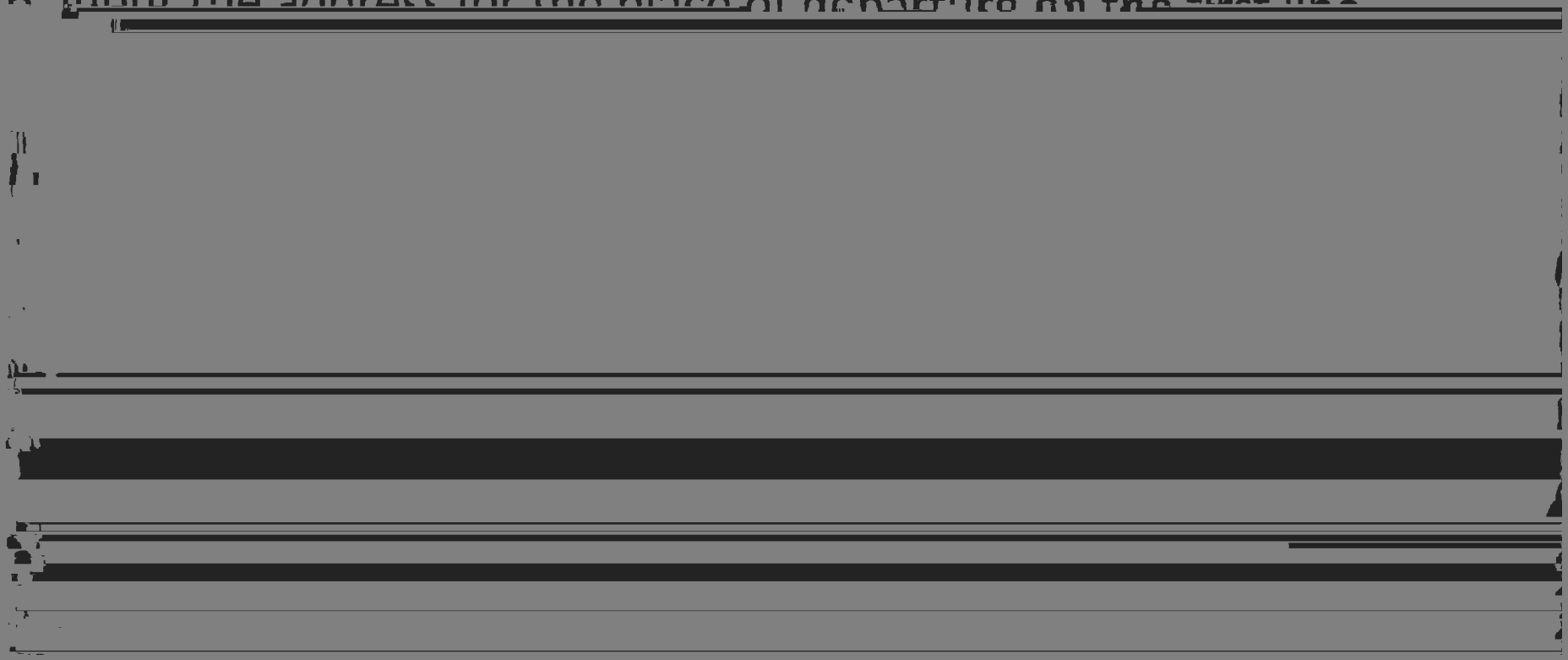
Rate 0.67

Miles 6 Calculate Mileage

Reduction None

Steps to input ; ileage e penses:

6. Input the address for the place of departure on the first line



S eps to input _ ileage penses:

10. Attachments - No receipts are required to claim mileage.

    If a cost benefit analysis is prepared, save the analysis and

Mileage

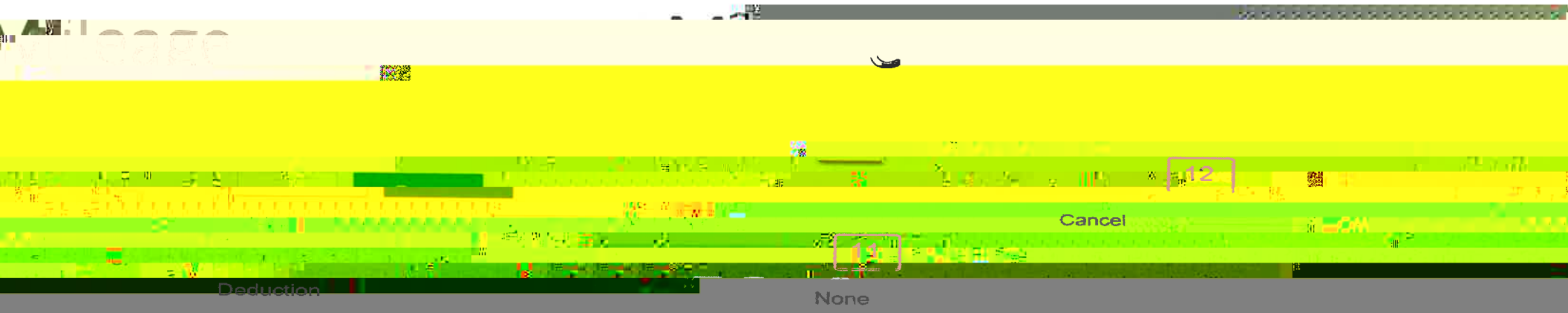
Steps to input Mileage expenses:

11. None – Click on None and select Distance and input the number of commuting miles to deduct if mileage is calculated based on departing from or returning to home on a regular workday, and the residence is not the basepoint or regular work location

12. Click Save

Mileage

Old Dominion Un
8
Cancel
Save Trip
6
5115 Hampton Boulevard Norfolk VA USA
7
Norfolk International Airport-Orf (ORF), Norview Avenue Norfolk VA USA
7. Miles



Allocation

9

1PC01 ACCOUNTS PAYABLE 011001

Mileage <200/day (Training) - 7109

Add Allocation

Attachments (0)

10

Add Attachments

Cost Benefit Analysis - LOSI Re

Office of Fleet Management Services

Enter Traveler's Name: *

Jane Doe

Enter Agency: *

Maximum of ten alphanumeric characters are allowed here.

Enter Destination: *

Richmond

Enter Number of Miles for the Trip: *

91

Enter the Number of Days for the Trip: *

2

Lowest Cost Transportation:

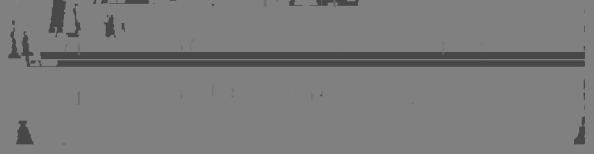
Enterprise Vehicle:
$102.31

Personal Vehicle:
$60.97

Cost Comparison Between
Enterprise Provided Vehicle and Mileage Reimbursement

DAILY VEHICLE NEEDS

Traveler's Name: **Jane Doe**
Agency: **221**



Number of Miles for the Trip: **91**
Number of Days for the Trip: **2**