



Contact: rftravel@rfsuny.org

Use **Mileage Expenses** in iExpense to enter any of your mileage expenses incurred during your trip.

Enter one mileage claim per expense per line.

Update Expense Report: Cash and Other Expenses 1

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [222.76] Per Diem Expenses [101.00] **Mileage Expenses [0.00]**

Mileage Expenses

✓ TIP Enter one expense line for each separate mileage claim. To enter additional information including vehicle information, click Details.
 ✓ TIP Date Example: 25-JAN-2011.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select Line	Start Date	Expense Type	Justification	Unit of Measure	Trip Distance	Distance Rate	Reimbursable Amount (USD)	Details
<input type="checkbox"/> 1	<input type="text"/>	Mileage	<input type="text"/>	Miles	<input type="text"/>			<input type="button" value="Details"/>
<input type="checkbox"/> 2	<input type="text"/>	Mileage	<input type="text"/>	Mile	<input type="text"/>			<input type="button" value="Details"/>
<input type="checkbox"/> 3	<input type="text"/>	Mileage	<input type="text"/>	Miles	<input type="text"/>			<input type="button" value="Details"/>
<input type="checkbox"/> 4	<input type="text"/>	Mileage	<input type="text"/>	Miles	<input type="text"/>			<input type="button" value="Details"/>
<input type="checkbox"/> 5	<input type="text"/>	Mileage	<input type="text"/>	Miles	<input type="text"/>			<input type="button" value="Details"/>

Add More Lines Calculate Total 0.00

Receipt-Based Expenses [222.76] Per Diem Expenses [101.00] **Mileage Expenses [0.00]**

1	From the <i>Create Expense Report: Cash and Other Expenses</i> page, navigate to the Mileage Expenses tab
2	Use the Calendar icon to enter the <i>Start Date</i> Note: The date format in the Oracle application is DD-MMM-YYYY. Example: 01-JAN-2011
3	Type in a <i>Justification</i> for the mileage expense. Example: Distance to/from airport Note: This is optional and not a required field
4	The unit of measure defaults to miles and is the only option available
5	Type number of miles into the <i>Trip Distance</i> field
6	Use the Details icon to go to the Details screen and enter additional required information



Cash and Other Expenses: Details for Line 1

* Indicates required field

* Expense Type Mileage
 * Start Date 13-Nov-2010
 End Date 13-Nov-2010
 * Number Of Days 1
 * Trip Distance 84 Miles
 Distance Rate
 Reimbursable Amount

Additional Information

* Location From
 * Location To

Justification: distance from home to airport

Buttons: Calculate Amount, Duplicate, New Line, Remove Line, Return

Arrows: 3 (up/down), 2 (up/down)



1	Clicking on the Details icon opens this window. Enter required Additional Information (<i>Location From, Location To</i>)
2	Click the Return button from either the top or bottom menu when all required information has been entered, which will return the calculated <i>Mileage Expenses</i> on the previous screen.
3	Or, you can click the Calculate Amount button before clicking the Return button.



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Update Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [0.00] Per Diem Expenses [101.00] **Mileage Expenses [42.00]**

Mileage Expenses
 TIP Enter one expense line for each separate mileage claim. To enter additional information including vehicle information, click Details.
 TIP Date Example: 21-JAN-2011.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select	Line	Start Date	Expense Type	Justification	Unit of Measure	Trip Distance	Distance Rate	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	13-Nov-2010	Mileage	distance to and from home/airport	Miles	84	0.5	42.00	
<input type="checkbox"/>	2		Mileage		Miles				
<input type="checkbox"/>	3		Mileage		Miles				
<input type="checkbox"/>	4		Mileage		Miles				
<input type="checkbox"/>	5		Mileage		Miles				
								Total	42.00

Add More Lines Calculate

Receipt-Based Expenses [0.00] Per Diem Expenses [101.00] **Mileage Expenses [42.00]**

Save Cancel Back Step 2 of 4 Next

1	Mileage Expenses have been calculated based on the rate applicable on that date
2	From either the top or bottom menus, click the Save button to save your progress or the Next button to proceed with the expense report

You have successfully entered mileage expenses on your expense report.