Expense Report - Mileage

In search bar, enter in "Create Expense Report"

- The BLUE ⬤ "*Create New Expense Report*" *is pre-selected unless you select "*Copy Previous Expense Report" from a prior claim
- Notice - Your department information is pre-loaded. (You can change the SmartKey if needed, then other Red* items will change automatically)
- Click OK

Expense Report Information

- Business Purpose – Select *Mileage* from the list of items available ☰

Expense Report Reference Information

- Notice - If you previously selected Direct Deposit, it will show here

  Reimbursement Payment Type * | ✕ Direct Deposit

- Memo – Write in detail the reason of mileage reimbursement including dates

Expense Report Line

- Date – Enter date of travel
- Expense item – Select from the items list, click on "By Expense Item Group" then select "Mileage"

  Choose mileage between GCCCD sites, select as shown. Ex: ⬤ 5220 GC/CC Roundtrip
- For other mileage, list actual mileage and attach a MapQuest document or upload a Travel Summary Log specifying dates and reasons of travel mileage.
- Quantity – Will autofill as 1 unless you change the amount (Enter # of trips or actual mileage)
- Memo – Enter reason for mileage reimbursement
- Notice - The following will populate from earlier selection - SmartKey, Fund, Cost Center, Program, Business Unit, Additional Worktags

Instructional Text -   Note the information required   Spend Authorization - Leave blank

Click on the ⊕ Add button for additional mileage expenses. Repeat the same from the "Expense Report Line" by selecting the date and reasons for mileage etc.

Receipts or mileage log is required if other than pre-established miles -   Attach a file or drop in from your desktop. Mobile Application is not available yet; will be implemented later.   Click Submit