

MILEAGE

Adding mileage to an expense report



MILEAGE: This step begins after a Report Header is Created.

The screenshot displays the 'Add Expenses' interface in the emburse chromeriver system. The top navigation bar includes the emburse chromeriver logo, a user profile for Marcus Jacob at Andrews University, and utility icons. The main header shows 'Expenses For Marcus Jacob' and the report title 'San Diego, CA : Bible Conference/Seminar'. A central green box instructs the user to 'Select GROUND TRANSPORTATION to locate the MILEAGE Tile.' The 'Add Expenses' sidebar on the left features a 'Create New' button and a list of categories under 'eWallet' and 'eReceipts'. The main content area is a grid of expense category tiles, with 'GROUND TRANSPORTATION' highlighted by a red box and a red arrow pointing to it. The bottom of the screen shows a summary table with the total amount of 0.00 USD and a 'Submit' button.

DATE	EXPENSE	SPENT	PAY ME
You have not added any expenses.			

Expense Report 010038392600	Total Pay Me Amount 0.00 USD	Submit
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Selecting the Appropriate Tile

emburse chromeriver

Expenses For Marcus Jacob

San Diego, CA : Bible Conference/Seminar

DATE	EXPENSE	SPENT	PAY ME
Sun 06/09/2024	Airfare	345.00 USD	345.00
Sun 06/09/2024	Airfare	350.00 USD	350.00

Select the Mileage Tile under Ground Transportation. →

Add Expenses

Create New

eWallet

- All
- Trips
- Cash Advance
- Credit Card
- Offline
- Authorization
- Recycle Bin

eReceipts

Receipt Gallery

Marcus Jacob Andrews University

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

TRAVEL-OTHER

MEALS / ENTERTAINMENT

CAR RENTAL

CAR RENTAL FUEL

MILEAGE

PARKING

PUBLIC TRANSIT

TAXI / CAR SERVICE

TOLLS

TRAIN / RAIL

TELECOM

SUPPLIES

DUES / FEES

PROFESSIONAL DEVELOPMENT

RESEARCH

ADVERTISING / PROMO / STUDENT RECRUITING

EQUIPMENT

FACILITY EXPENSE

STUDENT ACTIVITIES / TRIPS

ADMINISTRATIVE

SPECIAL DEPARTMENTAL EXPENSE

SOFTWARE / WEB SERVICE

ADVANCE TRAINING

CYE

MISCELLANEOUS

CAPITAL

STUDENT CLUB ACCOUNTS

ITEMIZATION

CASH ADVANCE

Expense Report QA0038472895

Total Pay Me Amount 695.00 USD

Submit

Filling in Mileage Details

Step 1

Fill in Details.


Date must be specific to the date when the trip was made.

Step 2: Business Purpose must describe the purpose of the trip answering the questions that are mentioned in the resource provided in this link, [Microsoft Word - Business Purpose Document](#)

Step 3

Click Calculate Mileage

Cancel Save


 Mileage

Date

Business Purpose

Additional Information

Rate

Miles 

When traveling to/from home, please calculate your mileage from your normal place of work.

Please type the organization/department, fund, or WIP/Club number or name you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection

Account Code

Allocation

+ Add Allocation Presets CREATE PRESET

Starting point and Destination on MAPS

Expenses For
Marcus Jacob

San Diego, CA : Bible Conference/Seminar

0 Comments 3 Attachments

Step 4:

Select the starting point and the destination.
Refer to Travel Expense Policy towards Mileage reimbursements
for Single Day, Overnight Travel.

Expense Report
QA0038472895

Total Pay Me Amount
695.00 USD

Submit



Cancel

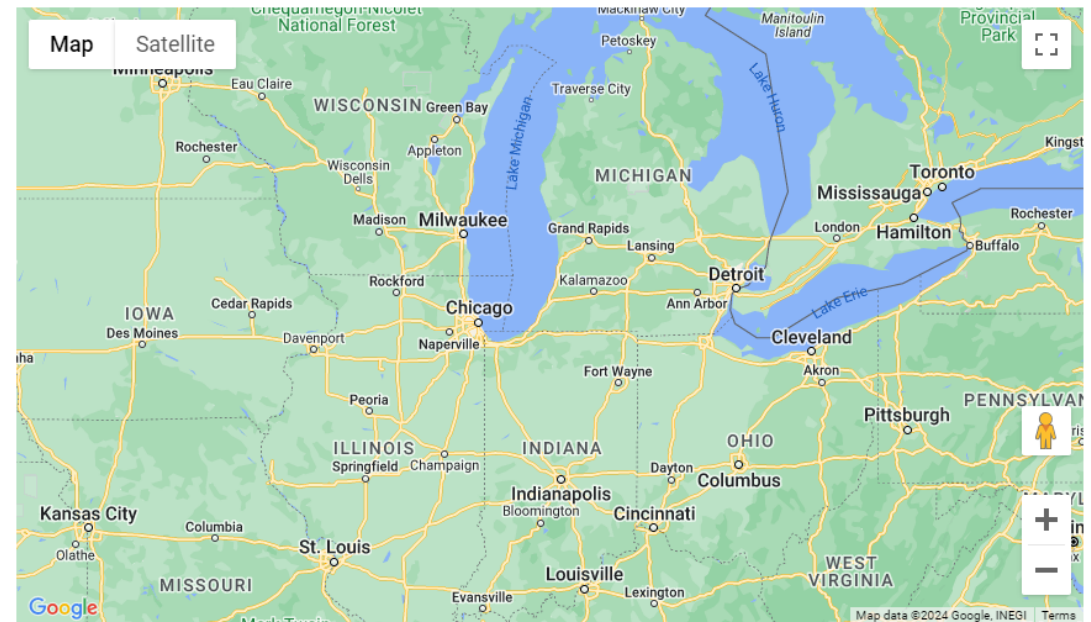
Save Trip

Search input fields for starting point and destination, highlighted with a red box.

Add Destination

Return to Start

0.00 Miles



Confirming Point A and B on the Map. Choose Route

Expenses For
Marcus Jacob

San Diego, CA : Bible Conference/Seminar

0 Comments 3 Attachments

In Case it is a round trip, click **Return to Start**.
Select the appropriate route by hovering over the blue line showing the map route and dragging it across the actual route taken.

Please Note:

1. When using the option **Return to Start**, please double check your mileage calculations from Point A to Point B as the mileage calculation may vary significantly. In such cases, please select the specific route that was used by hovering above the blue line and dragging the line to the accurate route.

Expense Report
QA0038472895

Total Pay Me Amount
695.00 USD

Submit

TOWARDS the Airport (or any destination)

Cancel

Save Trip

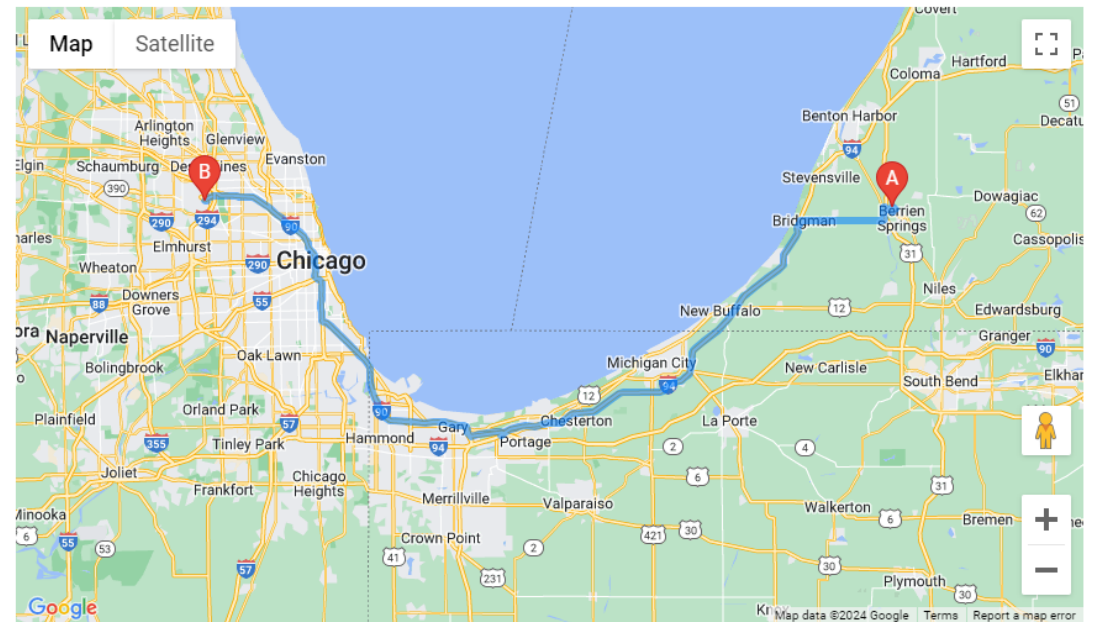
Andrews University, Old 31, Berrien Springs, MI, USA

Chicago O' Hare Airport Terminal 5, Departures - Terminal 5, Chicago, IL, USA

Add Destination

Return to Start

113.6 Miles



Adding a Third Destination to the Trip

Expenses For
Marcus Jacob

San Diego, CA : Bible Conference/Seminar

0 Comments 3 Attachments

If there is a third destination, it can be added by clicking in Add Destination.

Expense Report
QA0038472895

Total Pay Me Amount
695.00 USD

Submit

Adding a Third Destination

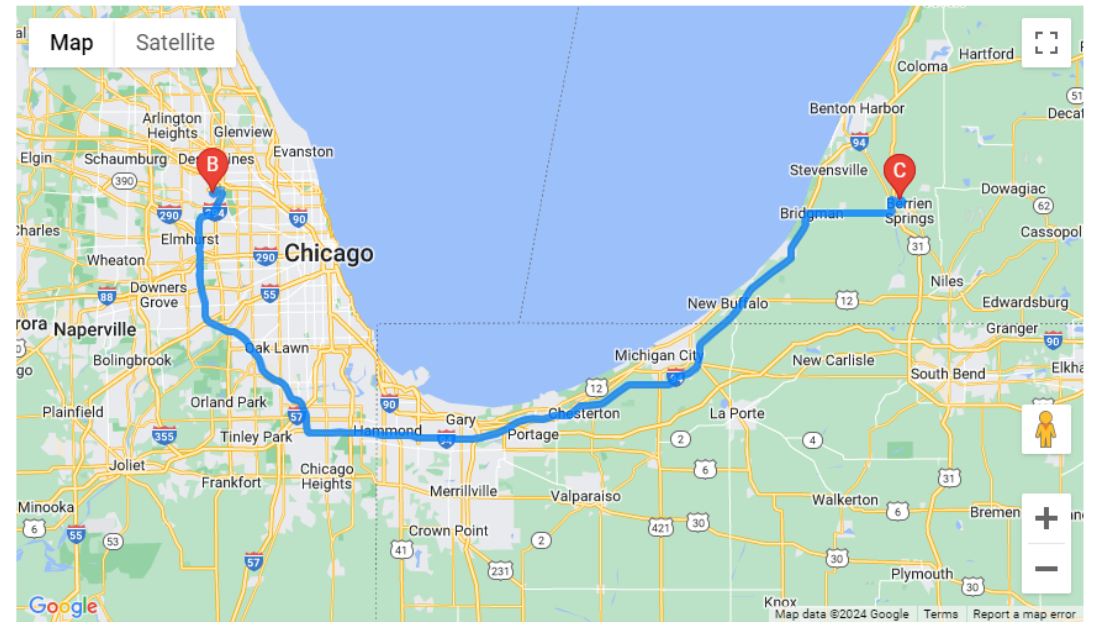
Cancel Save Trip

- Andrews University, Old 31, Berrien Springs, MI, USA
- Chicago O' Hare Airport Terminal 5, Departures - Terminal 5, Chicago, IL, USA
- Andrews University, Old 31, Berrien Springs, MI, USA

Add Destination

Return to Start

240.73 Miles



MILEAGE details filled

Expenses For Marcus Jacob

San Diego, CA : Bible Conference/Seminar

DATE	EXPENSE	SPENT	PAY ME
Sun 06/09/2024	Airfare	345.00 USD	345.00
Sun 06/09/2024	Airfare	350.00 USD	350.00

Once the Mileage Route is Calculated, the route details are automatically displayed in the additional information box.

Step 7: Click save once completed.

Cancel Save

Mileage

Date: 06/09/2024

Business Purpose: Attending the Biblical Theological Seminary Yearly Meetings. Presented research paper for ASRS and ATS on Friday and Saturday. Represented AU and publishing a book on End Time Prophecy.

Additional Information: From:: Andrews University, Old 31, Berrien Springs, MI, USA To:: Chicago O' Hare Airport Terminal 5, Departures - Terminal 5, Chicago, IL, USA

Rate: 0.5

Miles: 113.60 Calculate Mileage

When traveling to/from home, please calculate your mileage from your normal place of work.

Please type the organization/department, fund, or WIP/Club number or name you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection

Account Code: (9430) Other Travel

Allocation: 11-1170-xxxx-70 DOCTOR OF MINISTRY PROGRAM OPERATING FUND-INSTRUCTIONAL

- Select Activity Code (if applicable)

+ Add Allocation Presets CREATE PRESET

Step 5: Select the Account Code applicable to the Trip. →

Step 6: Choose the appropriate FOAPAL Codes from the Allocation list. Add an Activity Code if applicable. →

MILEAGE Reporting Complete

San Diego, CA : Bible Conference/Seminar

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME
Sun 06/09/2024	Airfare	345.00 USD	345.00
Sun 06/09/2024	Airfare	350.00 USD	350.00
Sun 06/09/2024	Mileage	56.80 USD	56.80
Sun 06/09/2024	Mileage	56.45 USD	56.45

Once Mileage Expenses are calculated and saved, it will show on the Summary of expenses (above).

You can now add other Trip related expense.

This process will be repeated for each trip made and included on this report.

Expense Report
QA0038472895

Total Pay Me Amount
808.25 USD

Submit

Mileage Reporting Done: Back to ADD EXPENSE Screen

Add Expenses

Create New

eWallet

All

Trips

Cash Advance

Credit Card

Offline

Authorization

Recycle Bin

eReceipts

Receipt Gallery

- AIR TRAVEL
- GROUND TRANSPORTATION
- HOTEL
- TRAVEL-OTHER
- MEALS / ENTERTAINMENT
- TELECOM
- SUPPLIES
- DUES / FEES
- PROFESSIONAL DEVELOPMENT
- RESEARCH
- ADVERTISING / PROMO / STUDENT RECRUITING
- EQUIPMENT
- FACILITY EXPENSE
- STUDENT ACTIVITIES / TRIPS
- ADMINISTRATIVE
- SPECIAL DEPARTMENTAL EXPENSE
- SOFTWARE / WEB SERVICE
- ADVANCE TRAINING
- CYE
- MISCELLANEOUS
- CAPITAL
- STUDENT CLUB ACCOUNTS
- ITEMIZATION
- CASH ADVANCE

Thank You !!

Contact Marcus Jacob at trexp@andrews.edu for queries or questions.

