

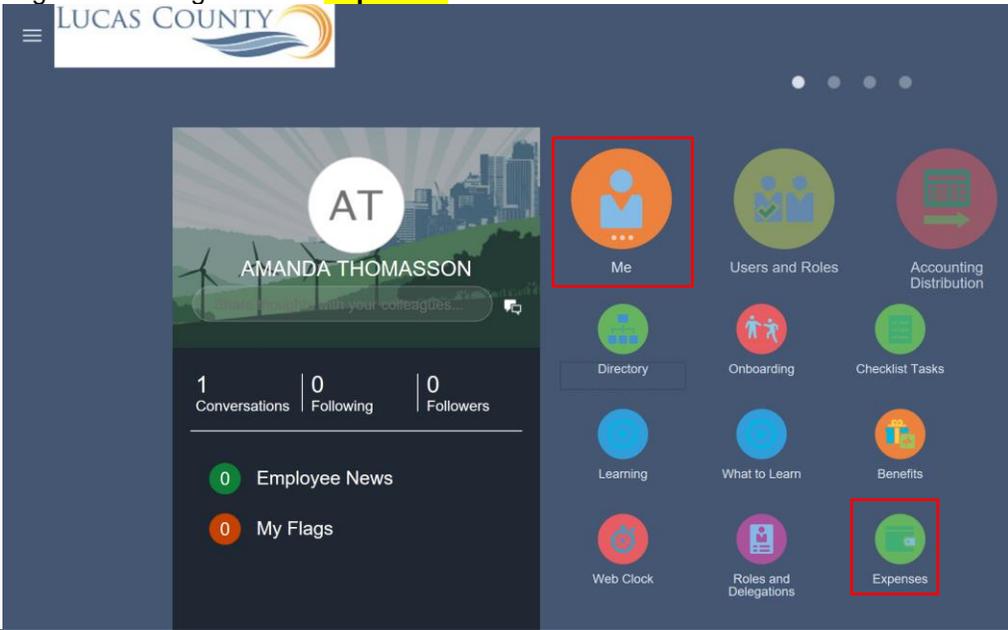
## Create Mileage Expense Items and Expense Reports

**Audience:** Employees that report mileage for reimbursement

**Purpose:** This job aid will assist you with creating expense items specifically for mileage, then using those expense items in an expense report. Certain groups such as Lucas County Children's Services (LCCS) & Board of Developmental Disabilities (BDD) that make frequent visits will find this job aid useful. Those departments that are primarily mobile should enter the expense items at the end of each trip. Other departments should ideally enter at the end of day.

Justification for the mileage such as odometer readings can be tracked in spreadsheets and uploaded as attachments to the expense *reports* and not to expense *items*. Mileage justification for many individual trips can exist on a single attached document. This job aid will address specifically creating expense items for mileage, then applying them to an expense report and attaching mileage documentation to the report prior to submission.

### Create Mileage Expense Items

Step	Action
1	<p>Log on and navigate to the <b>Expenses</b> Work Area.</p>  <p>The screenshot shows the Lucas County user interface. At the top left is the Lucas County logo. Below it is a user profile card for Amanda Thomasson (AT) with statistics for 1 Conversation, 0 Following, and 0 Followers. To the right of the profile card is a grid of application tiles. The 'Me' tile (top left) and the 'Expenses' tile (bottom right) are highlighted with red boxes. Other visible tiles include Users and Roles, Accounting Distribution, Directory, Onboarding, Checklist Tasks, Learning, What to Learn, Benefits, Web Clock, and Roles and Delegations.</p>
2	<p>The <b>Expense Items</b> Info Tile displays. You can create mileage expense items here (and for expenses <i>other than PCards and travel cards</i>).</p>

Click the **+ Create Item** button to create a mileage expense item.

Available Expense Items (1)

3 The Create Expense Item window displays basic fields for entry. Some field entries will then open additional fields.

Enter data into the following fields.

\***Date** (date of expense)

\***Template** (choose from pull down list)

\***Type** (expense type, select *Mileage* from dropdown list)

4 The screen opens up additional fields that apply specifically to mileage entries. The fields that need to be entered are based on the expense type selected. When **Mileage** is selected, there are fields for total mileage. The **End Date** field will default to today's date. Change the **End Date** if different from the date displayed in the field.

Create Expense Item

Supporting documents missing  
 Authorization None +

\* Start Date 11-05-2019  
 \* Template BODD Travel  
 \* Type Mileage  
 End Date 11-05-2019  
 Description

\* Starting Location  
 \* Destination  
 \* Trip Distance 0 | Mile  
 Account 1010.114001.50.640025.00000.00000  
 Special 1  
 Special 2  
 Special 3

5 Enter all required and pertinent information.  
**Description:** Purpose of the trip  
**Starting Location:** Street address  
**Destination:** Street address  
**Trip Distance:** Based on odometer reading  
**Account:** Defaults. Please review the accounting string, and change accordingly.

**Note:** **Special 1, Special 2,** and **Special 3** fields can be left blank, or can be used if there is information that is required at the department level that may be pertinent to the expense item.

Supporting documents missing  
 Authorization None +

\* Start Date 11-05-2019  
 \* Template BODD Travel  
 \* Type Mileage  
 End Date 11-05-2019  
 Description Mileage expense to client site 8 am 11/05/2019.

\* Starting Location 2119 Chelmsford Ln, Toledo, OH  
 \* Destination 623 Nevada St, Toledo OH  
 \* Trip Distance 8.5 Miles  
 Account 1010.114001.50.640025.00000.00000  
 Special 1  
 Special 2  
 Special 3

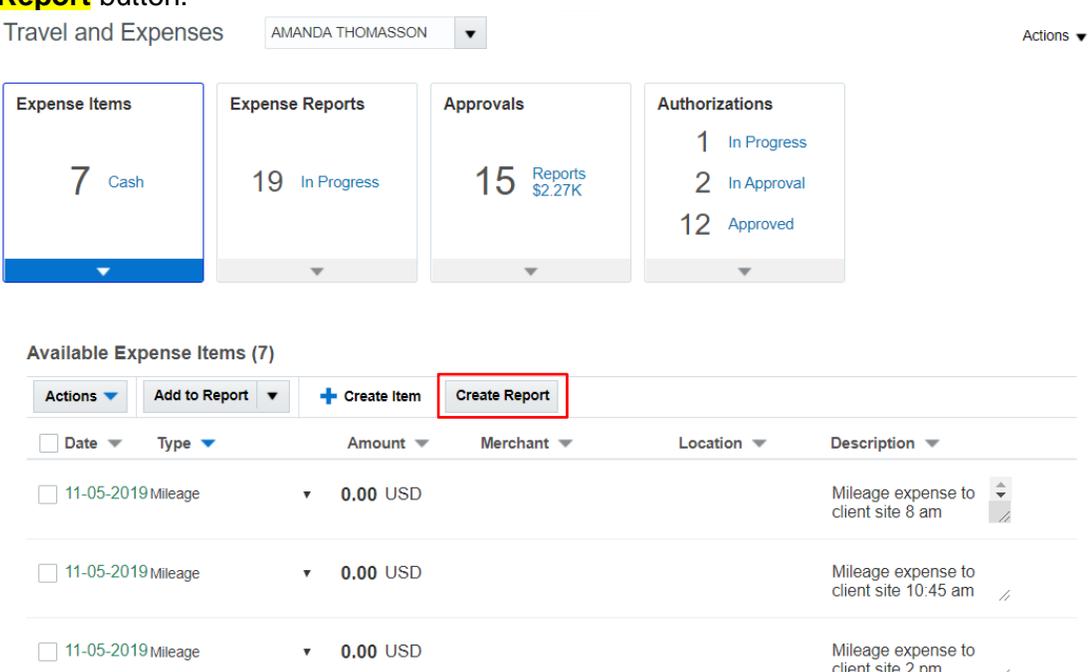
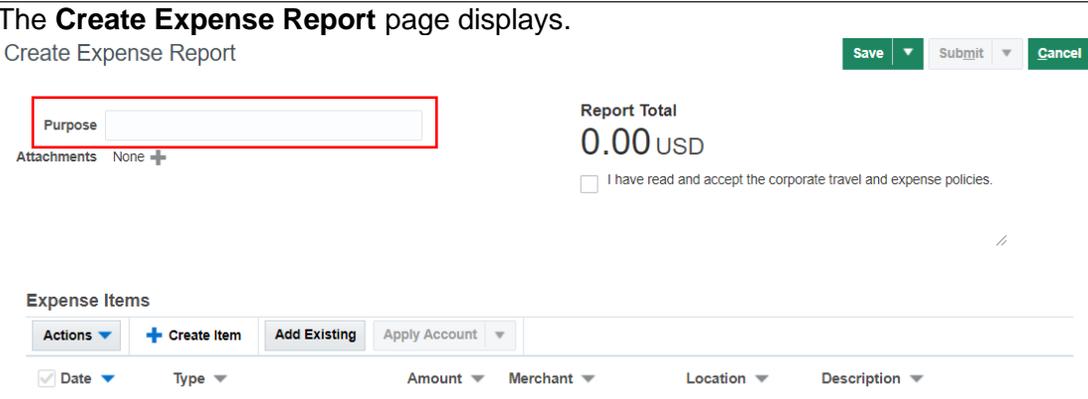
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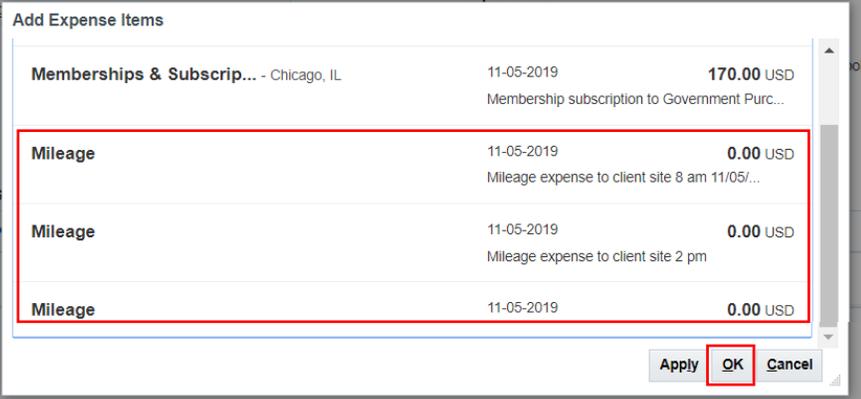
Available button Options are:

- **Add to Report** (opens the New Expense Report)
- **Create Another** - allows you to add another expense item in this window

	<ul style="list-style-type: none"> <li>• <b>Save and Close</b> - when finished creating the mileage entries you need, this will save the entry and return to the list of created Expense Items</li> <li>• <b>Save</b> - this Save and Close dropdown menu option saves the current entry, but you can then continue with additional entry activities</li> <li>• <b>Cancel</b> – cancels the Add Expense Item activity</li> </ul> <p>If you need to continue entering a list of the day's mileage entries, click the Create Another button and repeat the data entry process for the next mileage expense item.</p>
7	Click <b>Save and Close</b> to complete the expense item entry process and return to the list of mileage expense items in your list.

### Create Expense Report Using Mileage Expense Entries

Step	Action
1	<p>From the Expense Items Info Tile, available expense items display. Click the <b>Create Report</b> button.</p> 
2	<p>The <b>Create Expense Report</b> page displays.</p> 

	Enter a <b>Purpose</b> , such as <i>Mileage for November</i> .															
3	<p>Check the box for “<b>I have read and accept the corporate travel and expense policies.</b>”</p> <p>Report Total 0.00 USD</p> <p><input checked="" type="checkbox"/> I have read and accept the corporate travel and expense policies.</p>															
4	<p>In the Expense Items section, add created mileage expense items to the report by clicking <b>Add Existing</b>. (Alternatively, you could Create new Items as previously described in this job aid.)</p> <p>Purpose <input type="text" value="Mileage for November"/> Report Total 0.00 USD</p> <p>Attachments None + <input checked="" type="checkbox"/> I have read and accept the corporate travel and expense policies.</p> <p>Expense Items</p> <p>Actions + Create Item <b>Add Existing</b> Apply Account</p> <p><input checked="" type="checkbox"/> Date Type Amount Merchant Location Description</p>															
5	<p>The <b>Add Expense Items</b> window will display for you to choose the applicable expense items for this mileage report. Click to select all that apply, and click the <b>OK</b> button.</p>  <table border="1"> <thead> <tr> <th>Item Name</th> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Memberships &amp; Subscrip... - Chicago, IL</td> <td>11-05-2019</td> <td>170.00 USD</td> </tr> <tr> <td>Mileage</td> <td>11-05-2019</td> <td>0.00 USD</td> </tr> <tr> <td>Mileage</td> <td>11-05-2019</td> <td>0.00 USD</td> </tr> <tr> <td>Mileage</td> <td>11-05-2019</td> <td>0.00 USD</td> </tr> </tbody> </table> <p>Apply <b>OK</b> Cancel</p>	Item Name	Date	Amount	Memberships & Subscrip... - Chicago, IL	11-05-2019	170.00 USD	Mileage	11-05-2019	0.00 USD	Mileage	11-05-2019	0.00 USD	Mileage	11-05-2019	0.00 USD
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Mileage	11-05-2019	0.00 USD														
6	The mileage expense items are added to the report in the Create Expense Report window.															

Create Expense Report Save Submit Cancel

Purpose

Report Total **48.43 USD**

Attachments None +

I have read and accept the corporate travel and expense policies.

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Expense Items (3)

Actions + Create Item Add Existing Apply Account

<input type="checkbox"/> Date	Type	Amount	Merchant	Location	Description
<input type="checkbox"/> 11-05-2019	Mileage	29.00 USD			Mileage expense to client site 10:45 am
<input type="checkbox"/> 11-05-2019	Mileage	14.50 USD			Mileage expense to client site 2 pm
<input type="checkbox"/> 11-05-2019	Mileage	4.93 USD			Mileage expense to client site 8 am 11/05/2019.

7 Add an attachment to justify the expense. This can be a document listing odometer readings.

Purpose

Attachments None +

Beside **Attachments**, click the + sign to add an attachment to the record.

Attachments x

Actions View + x

Type	Category	* File Name or URL	Title	Description	Attached
<input type="text" value="File"/>	<input type="text" value="Receipts"/>	<span style="border: 1px solid red; padding: 2px;">Choose File</span> No file chosen	<input type="text"/>	<input type="text"/>	AMANDA

Rows Selected 1

OK Cancel

**File Type** and **Category** values default. Please choose your File Type and Category appropriately. Use the **Choose File** button to select a file from your computer and click the **Open** button. The file name will be displayed under **File Name or URL**, and also in the **Title** field.

- 8 Modify the attachment **Title** if necessary, add a **Description** if desired, and click the **OK** button.

Type	Category	* File Name or URL	Title	Description	Attached By
File	Miscellaneous	Nov 2019 Odometer Readings.xlsx	Nov 2019 Odometer Reac	Client Daily breakdown oc	AMANDA THK

Rows Selected 1

OK Cancel

- 9 The attachment is visible in the **Create Expense Report** page.

## Create Expense Report

Purpose Mileage for November

Attachments Nov 2019 Odometer Readings.xlsx + X

- 10

Save Submit Cancel

The following Complete Actions are available:

**Save** (saves the information and continue)

**Save and Close** (from Save popup menu, confirmation that expense report is saved and placed under 'In Progress' with status of 'Saved')

**Submit** (sent for approval)

**Cancel** (expense report creation activity is cancelled)

Verify that you have checked the box for "**I have read and accept the corporate travel and expense policies.**" Then click the **Submit** button to submit the Expense Report. A Submit action results in a confirmation message. The report is processed and sent to the approver.