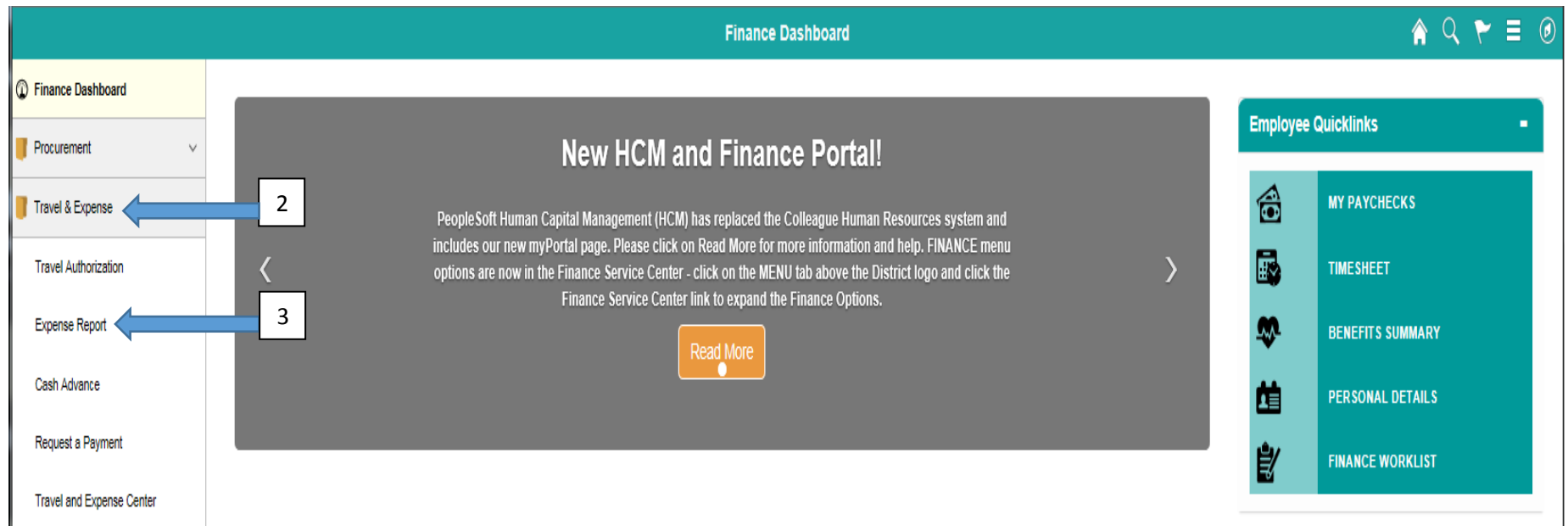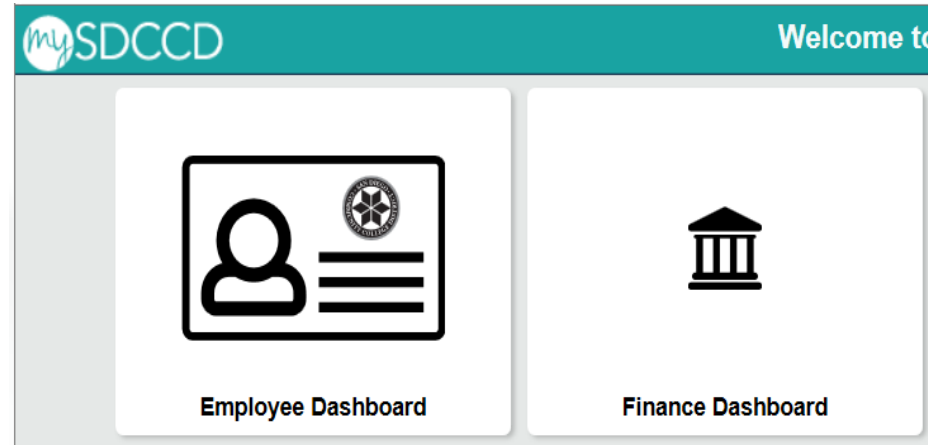**MILEAGE ONLY EXPENSE REPORT - Log into PeopleSoft at myportal.sdccd.edu using the username & password that you use to log into your SDCCD computer. Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Travel Authorization**

Choose "Add" to create a new expense report

Select the "Mileage Reimbursement - ONLY" Business Purpose from the drop down box. Enter a brief "Description".

Attach a supporting document (i.e., Miramar Mileage Form located on our website at https://sdmiramar.edu/services/budget/travel for monthly mileage reports or an internet map from Google or MapQuest showing the travel mileage.
Choose "Automobile Mileage" as the Expense Type. Click the grey arrow in front of Accounting Details and input the appropriate budget number provided by your Dean. Note: the correct account code for mileage is always "5351" (xxxx-xxxxx-xxxxxx-5351).

Create Expense Report

Caroline De Moll (?)

Actions ...Choose an Action ▼ GO

*Business Purpose Mileage Reimbursement - ONLY ▼

Default Location [_____] 🔍

*Report Description Personal Car Use - October

🖉 Attachments

Reference [_____] 🔍

Expenses (?)

Expand All | Collapse All   Add: | 🖳 My Wallet (0)   Total   0.00   USD

	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
▼	11/14/2018 📅	Automobile Mileage ▼	Month of October 🗗 238 characters remaining	Employee Paid ▼	0.00	USD	➕ ➖

*Billing Type Internal Dis ▼

☑ Default Rate   *Exchange Rate 1.00000000 🔄 📇

*Miles [____] x 0.5450

☐ Non-Reimbursable   Base Currency Amount   0.00   USD

☐ No Receipt

▼ Accounting Details (?)

Chartfields 🖳

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Product	Account	Oper Unit	PC Bus Unit
[____]	MIR01 🔍		USD	1.00000000	[____] 🔍	[____] 🔍	[____] 🔍	5351 🔍	[____] 🔍	[____] 🔍

‹ _____ ›

Click "Save for Later" followed by "Summary and Submit"

Create Expense Report

Save for Later   Summary and Submit

Caroline De Moll (?)

Actions ...Choose an Action ▼ GO

*Business Purpose Mileage Reimbursement - ONLY ▼

Default Location [_____] 🔍

*Report Description Personal Car Use - October

🖉 Attachments

Reference [_____] 🔍

Expenses (?)

Expand All | Collapse All   Add: | 🖳 My Wallet (0)   Total   0.00   USD

On the nex

	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
▼	11/14/2018 📅	Automobile Mileage ▼	Month of October 🗗 238 characters remaining	Employee Paid ▼	0.00	USD	➕ ➖

Internal Dis ▼

Create Expense Report

Save for Later | Expense Details

Actions [...Choose an Action   ▼] [GO]

*Business Purpose [▼]
*Description [   ]
Reference [   ] 🔍

Totals ⑦　　　🖶 View Printable Version　　　📊 View Analytics　　　💬 Notes　　　✎ Attachments

Employee Expenses (1 Line)	0.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee　　0.00 USD　　　　**Amount Due to Supplier**　　0.00 USD

☑ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report]