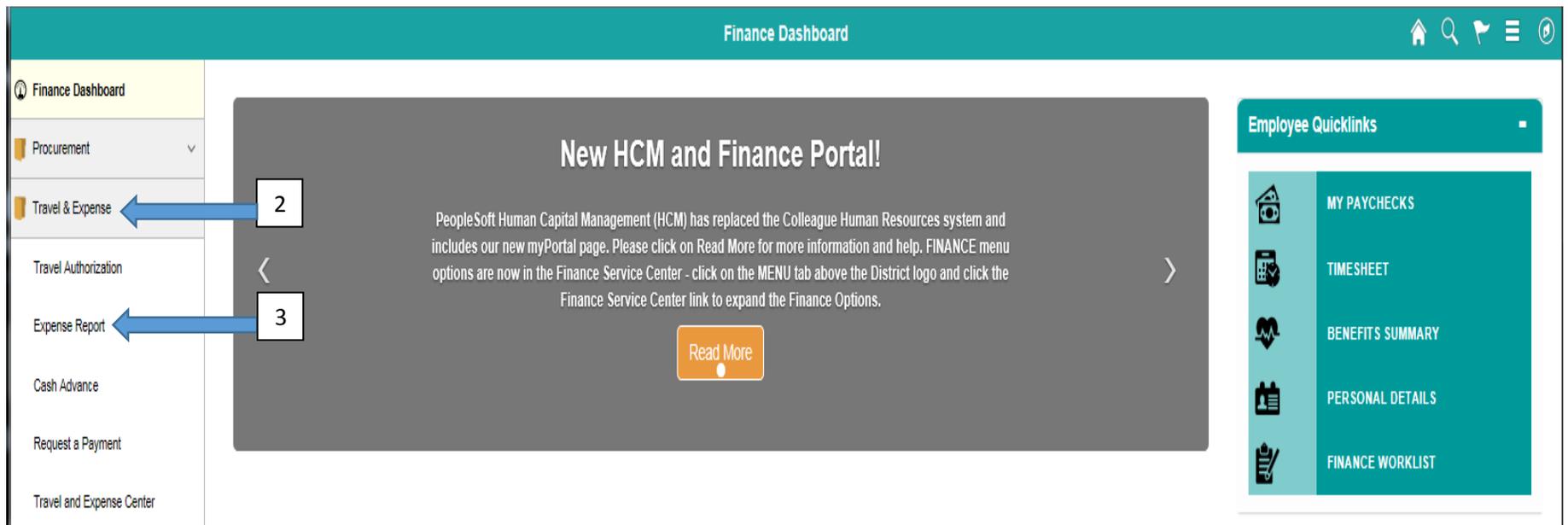
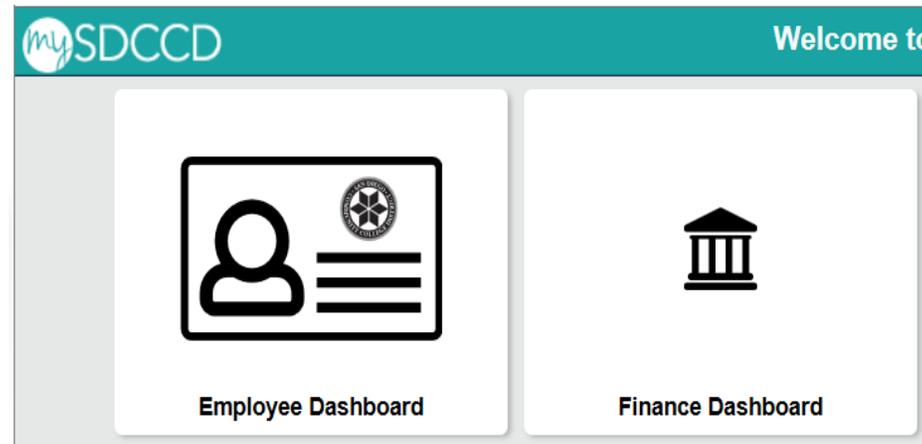


**MILEAGE ONLY EXPENSE REPORT - Log into PeopleSoft at [myportal.sdccd.edu](http://myportal.sdccd.edu) using the username & password that you use to log into your SDCCD computer. Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Travel Authorization**



## Choose "Add" to create a new expense report

**Expense Report**

Empl ID

←

|

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

**Create Expense Report**  |

Caroline De Moll

\*Business Purpose  ←

\*Report Description  ←

Reference

Default Location

↑

Quick Start

---

**Expenses**

Expand All | Collapse All    Add:  (0)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text" value="Personal Car Use - October"/> <small>254 characters remaining</small>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/> <input type="button" value="+"/> <input type="button" value="-"/>

Expand All | Collapse All Total 0.00 USD

Attach a supporting document (i.e., Miramar Mileage Form located on our website at <http://www.sdmiramar.edu/facultystaff/faculty-info> 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-xxxx-xxxxxx-5351).

### 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

*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		<input checked="" type="checkbox"/> Default Rate		*Exchange Rate 1.00000000	
*Miles x 0.5450		<input type="checkbox"/> Non-Reimbursable		Base Currency Amount 0.00	USD
		<input type="checkbox"/> 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

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

On the next screen, click the check box to certify that the report is correct and click “Submit Expense Report”

## Create Expense Report

 Save for Later |  Expense Details

Actions

\*Business Purpose

\*Description

Reference

Totals 

 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.