EXPENSE REPORT: PERSONAL CAR MILEAGE

LEARN BY DOING

CAL POLY

Strategic Business Services

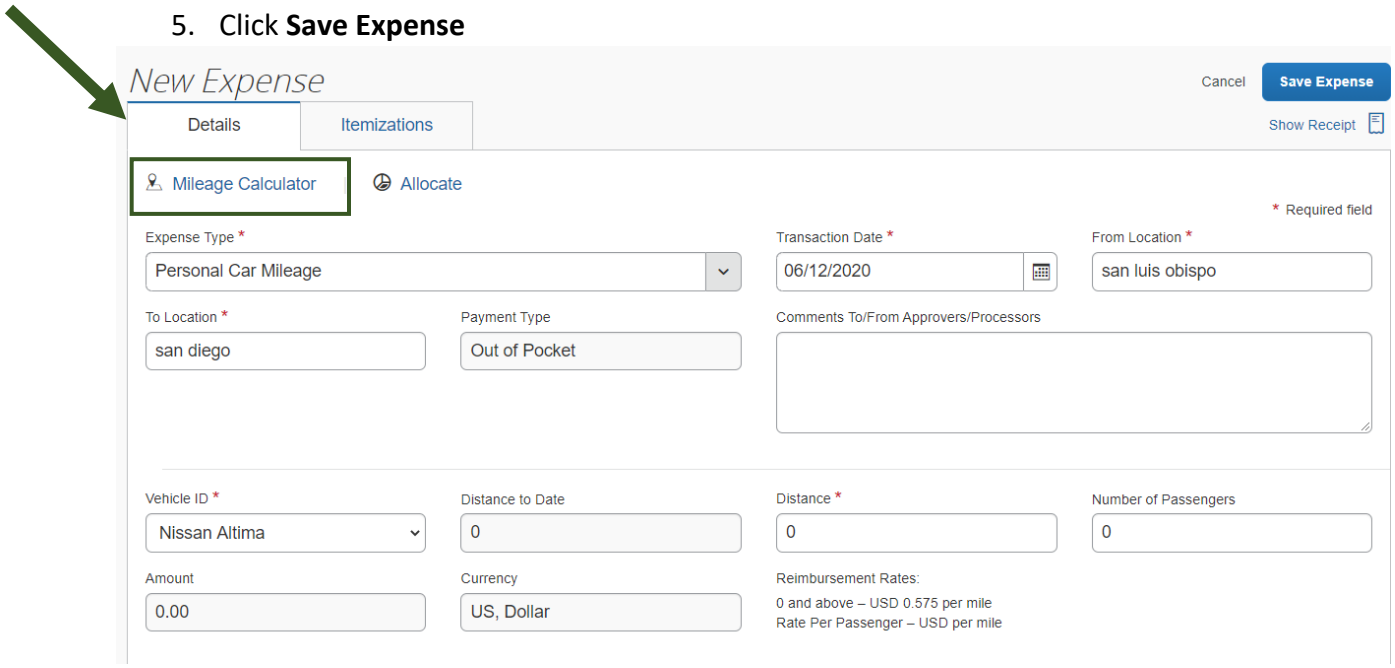
ADMINISTRATION & FINANCE

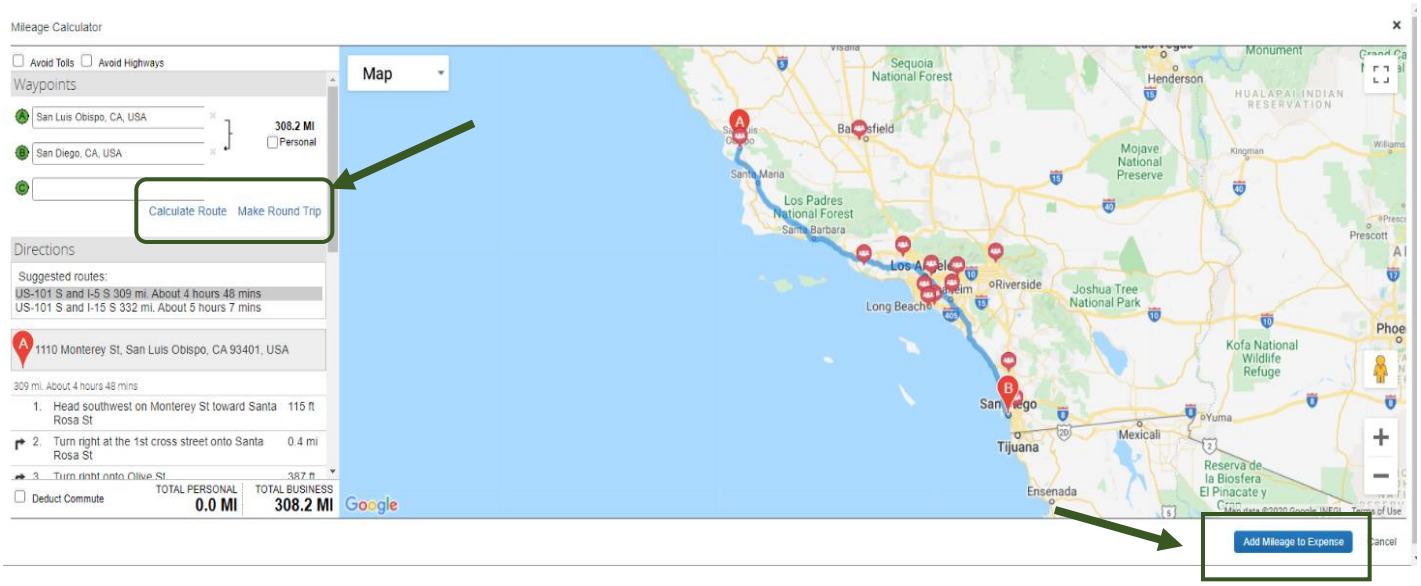
Adding Personal Car Mileage

You must register a car for the applicable mileage type in order to be reimbursed for mileage. See **Personal Car** section for instructions on setting up your vehicles.

To create a car mileage expense:

1. With the Expense Report open, click on the **Add Expense** tab, select the Personal Car Mileage Expense Type. The mileage form will open with the required and optional fields displayed including the **Mileage Calculator** link.
2. Complete all required and optional fields as appropriate.
3. Click the **Mileage Calculator** link and review and update the route as appropriate. If round trip mileage should be calculated, click **Make Round Trip**.
4. Click **Add Mileage to Expense**.
5. Click **Save Expense**




Mileage Calculator
Avoid Tolls
Avoid Highways
Waypoints
San Luis Obispo, CA, USA
San Diego, CA, USA
308.2 MI
Personal
Calculate Route
Make Round Trip
Directions
Suggested routes:
US-101 S and I-5 S 309 mi. About 4 hours 48 mins
US-101 S and I-15 S 332 mi. About 5 hours 7 mins
1110 Monterey St, San Luis Obispo, CA 93401, USA
309 mi. About 4 hours 48 mins
1. Head southwest on Monterey St toward Santa Rosa St 115 ft
2. Turn right at the 1st cross street onto Santa Rosa St 0.4 mi
Deduct Commute
TOTAL PERSONAL 0.0 MI
TOTAL BUSINESS 308.2 MI
Map
Sequoia National Forest
Henderson
Mojave National Preserve
Los Padres National Forest
Riverside
Joshua Tree National Park
Long Beach
Kofa National Wildlife Refuge
Tijuana
Mexicali
Yuma
Ensenada
Google
Add Mileage to Expense
Cancel