





# Mileage

## Steps to input Mileage Expenses:

1. Click on the expense tile for Ground on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
2. Select Mileage and complete the form
3. Date - Input the receipt date or date the flight was purchased
4. Comments – The mileage details will automatically be populated



Add Expenses

Create e-



All

Trips

Offline



Personal Account



Recycle Bin



MELISSA SNOWDEN   
Old Dominion University

2



P





MELISSA SNOW EN

Cancel

Save

|           |                |                          |                                  |
|-----------|----------------|--------------------------|----------------------------------|
| Date      | <span>3</span> | 04/14/2024               |                                  |
| Amount    |                | .00                      | USD                              |
| Comments  | <span>4</span> |                          |                                  |
| Rate      | <span>5</span> | Current IRS Mileage Rate |                                  |
| Rate      |                | 0.67                     |                                  |
| Miles     |                |                          | <span>6</span> Calculate Mileage |
| Deduction |                | None                     |                                  |

## Steps to input mileage expenses:

6 Input the address for the place of departure on the first line

The image shows a screenshot of a software application with a form. The form consists of several horizontal lines for text input. The top line is highlighted, corresponding to the instruction 'Input the address for the place of departure on the first line'. The rest of the form is currently empty.



## Steps to input mileage expenses:

10. Attachments - No receipts are required to claim mileage.

If a cost benefit analysis is prepared, save the analysis and

receipts in one of the following folders:

- 1. Mileage
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- 100. Mileage

# Mileage

## Steps to input Mileage expenses:

11. Click on **one** and select **Distance** and input the number of commuting miles to deduct if mileage is calculated based on departing from or returning to home on a regular workday, and the residence is not the basepoint or regular work location

12. Click Save



# Mileage



MISSA COUNTESS

Old Dominion Un 8

Cancel

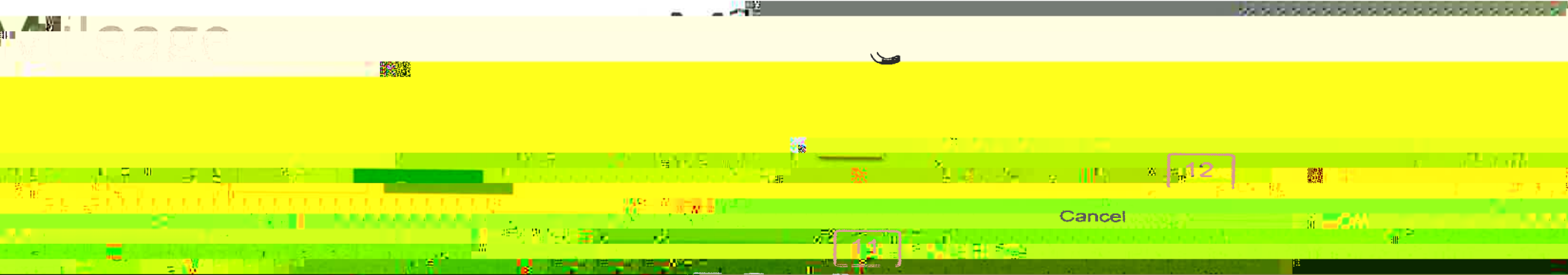
Save Trip

6 5115 Hampton Boulevard Norfolk VA, USA

7 Norfolk International Airport-Orf (ORF), Norfolk Avenue Norfolk VA, USA



7. Miles



Deduction

None

**Allocation**

9

1PC01 ACCOUNTS PAYABLE 011001

Mileage <200/day (Training) - 7109

[Add Allocation](#)

**Attachments (0)**

10



[Add Attachments](#) ▼

# Cost Benefit Analysis (CBA)

## Office of Fleet Management Services

**Enter Traveler's Name: \***

Jane Doe

**Enter Agency: \***

Maximum of ten alphanumeric characters are allowed here.

**Enter Destination: \***

Richmond

**Enter Number of Miles for the Trip: \***

91

**Enter the Number of Days for the Trip: \***

2

### Lowest Cost Transportation:

Enterprise Vehicle:  
\$102.31

Personal Vehicle:  
\$60.97

**Cost Comparison Between  
Enterprise Provided Vehicle and Mileage Reimbursement  
Effective January 1st, 2024**

***DAILY VEHICLE NEEDS***

**Traveler's Name: Jane Doe**

**Agency: 221**

**Destination: Richmond**

| DATE     | START TIME | END TIME | START LOCATION | END LOCATION | MILES | REASON FOR TRIP |
|----------|------------|----------|----------------|--------------|-------|-----------------|
| 1/1/2024 | 08:00      | 09:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 09:00      | 10:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 10:00      | 11:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 11:00      | 12:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 12:00      | 13:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 13:00      | 14:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 14:00      | 15:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 15:00      | 16:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 16:00      | 17:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 17:00      | 18:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 18:00      | 19:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 19:00      | 20:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 20:00      | 21:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 21:00      | 22:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 22:00      | 23:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/1/2024 | 23:00      | 00:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 08:00      | 09:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 09:00      | 10:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 10:00      | 11:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 11:00      | 12:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 12:00      | 13:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 13:00      | 14:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 14:00      | 15:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 15:00      | 16:00    | Richmond       | Richmond     | 0     | Local travel    |
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| 1/2/2024 | 19:00      | 20:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 20:00      | 21:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 21:00      | 22:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 22:00      | 23:00    | Richmond       | Richmond     | 0     | Local travel    |
| 1/2/2024 | 23:00      | 00:00    | Richmond       | Richmond     | 0     | Local travel    |

**Number of Miles for the Trip: 91**

**Number of Days for the Trip: 2**