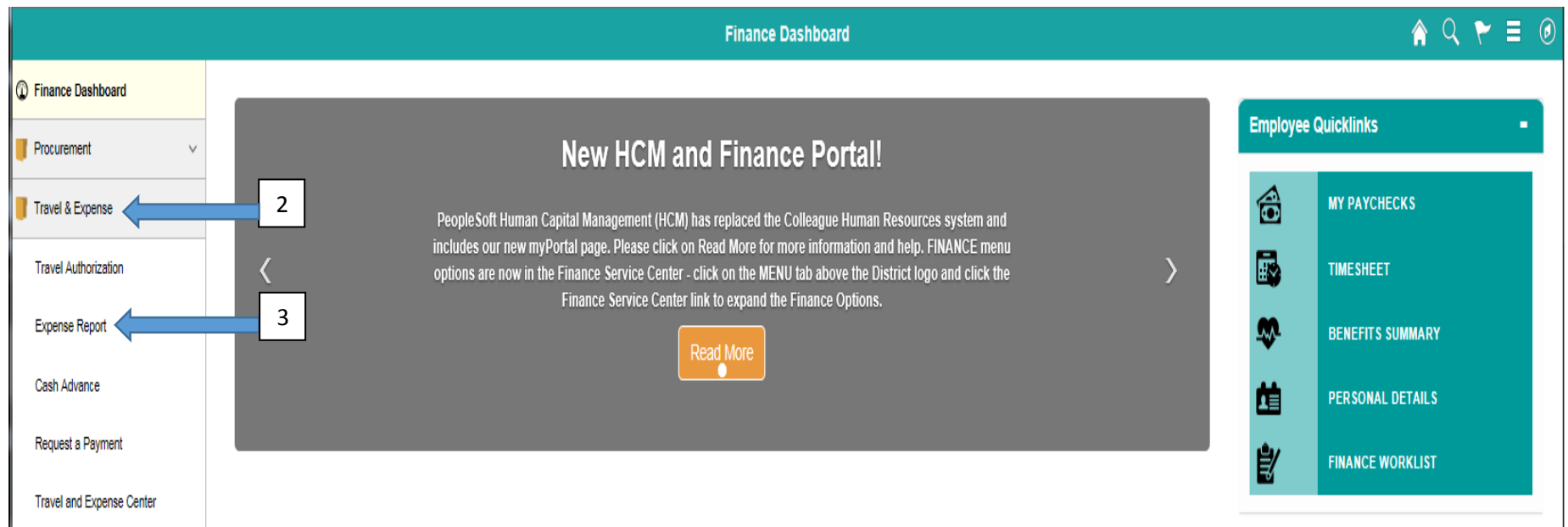
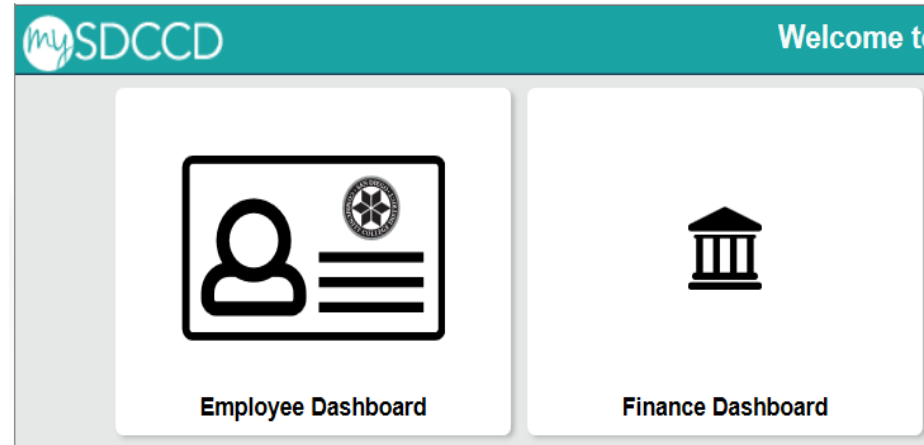


**MILEAGE ONLY EXPENSE REPORT** - Log into PeopleSoft at <https://myportal.sdccd.edu/> using the username & password that you use to log into your SDCCD computer. Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Travel Authorization



## 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="254 characters remaining"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Expand All | Collapse All Total 0.00 USD

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

\*Billing Type Internal Dis \*Miles x 0.5450

Default Rate \*Exchange Rate 1.00000000  
 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 ne

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

# Create Expense Report

Actions ...Choose an Action GO

\*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.

[Submit Expense Report](#)