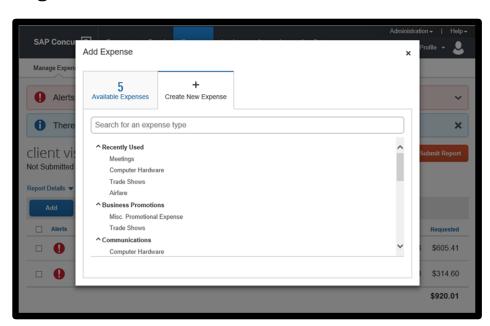# Entering a Car Mileage Expense

When you use your personal or company car for business purposes, you need to create a car mileage expense to determine the amount of reimbursement.
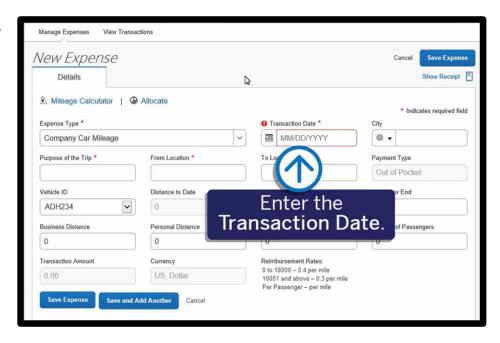
Your company determines the mileage reimbursement rate.

1. On the **Add Expense** page, click the **Create New Expense** tab.
2. Select the **Car Mileage** expense type (your company determines the name of the car expense type, usually **Company Car Mileage** or **Personal Car Mileage** or something similar).

3. On the **New Expense** page, complete the required fields (marked with a red asterisk), and any other fields as needed.
4. Enter the **Transaction Date**.

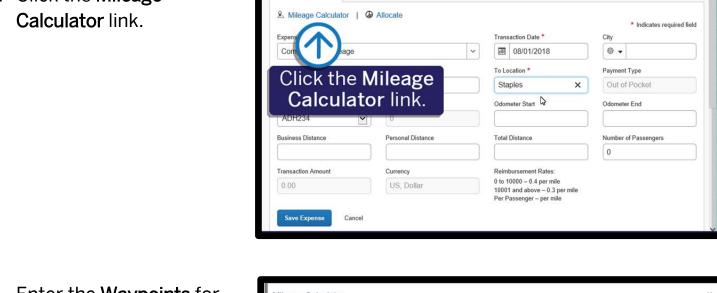The **Transaction Date** determines the mileage reimbursement rate the system will use.

You can use the **Mileage Calculator** to look up the distance of your trip.
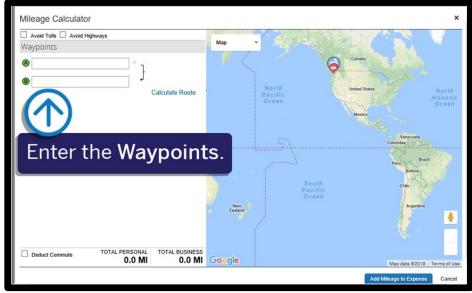
5. Click the **Mileage Calculator** link.

6. Enter the **Waypoints** for your trip, and Google maps will calculate the route.
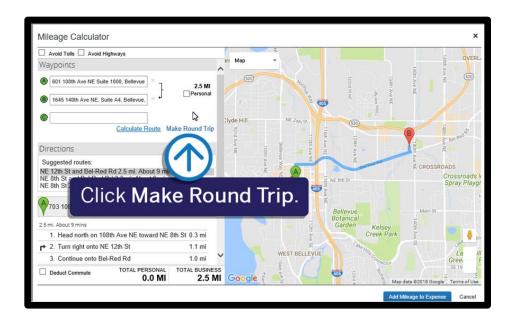
7. Click **Calculate Route**.

The trip distance is calculated in the **TOTAL BUSINESS** mileage filed. For most trips, you will also need to calculate your return trip.
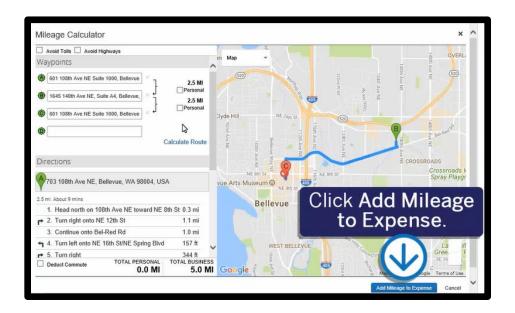

8. Click **Make Round Trip**.

The mileage amount doubles. You can add additional waypoints to your trip as needed.

9. Click **Add Mileage to Expense**.

The **Transaction Amount** is calculated. Note that you cannot change this amount, unless you modify the **Total Distance** or **Transaction Date** fields.

10. Click **Save Expense** to add the car mileage expense to your expense report.