



amount. If you need to reduce the calculated mileage, select the appropriate option and enter either the amount of miles or the amount you need to deduct.

x Add Banner Activity and/or Location:Select

8. Notice the fields that are now populated.

The screenshot shows a mobile application interface for 'Mileage / Private Vehicle'. At the top right, there are 'Cancel' and 'Save' buttons. Below the title, there is a date field set to '07/29/2019'. The main area displays a map with a route highlighted in green. The route starts at 'John F. Kennedy International Airport (JFK), New York, NY, USA' and ends at '1845 Fairmount Street, Wichita, KS, USA'. A distance of '0.58' is shown in a white box. Below the map, there is a search bar with the text 'Find a location' and a 'Search' button. The bottom of the screen is partially obscured by a black bar.

9. Click **Save** at the top right hand side of the screen to continue. The expense will be added to the Expense Report and will be visible on the left side of the screen.