

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

x Add Banner Activity and/or Location:Select

8. Notice thefields that are now populated.

	Cancel	Save
Wileage / Private Vehicle		
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9. ClickSave at the top rightand side of the screen to continue. The expense will be added to the Expense Reported will be visible on the leftide of the screen.