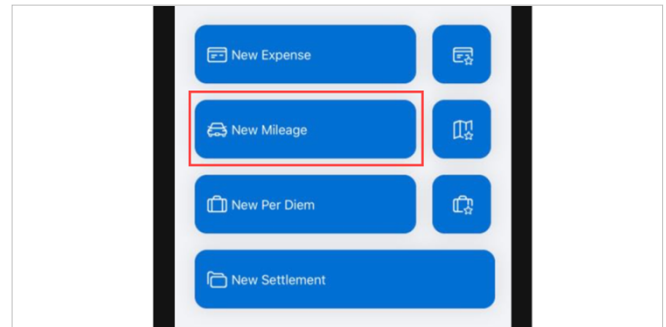
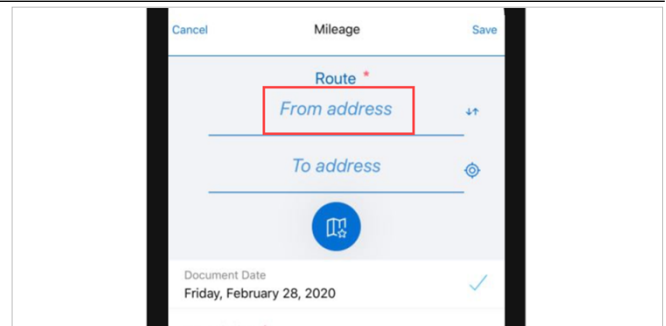


To create a mileage, open the Expense App and select **"New Mileage"**.



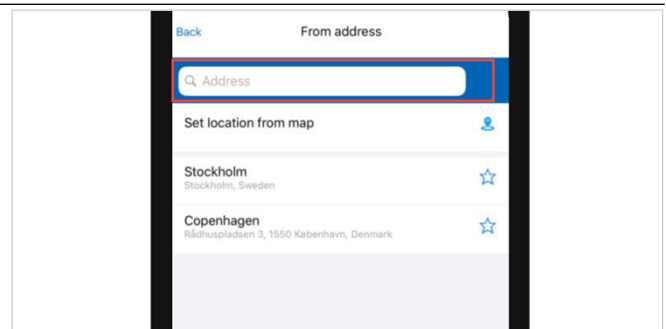
If the location is activated in the app, your current address will automatically show in the **"From address"**.

If the mileage is not starting from your current address, you can type in the address.



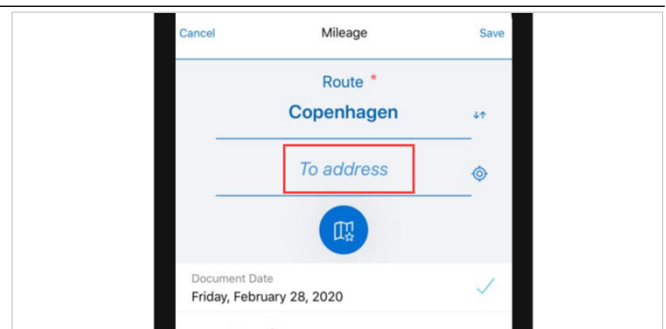
Once you start typing in the field **"From address"**, a list of your latest locations will show.

Here you can pick one you have used before or type in a new address. You can mark locations as a favorite by clicking the star on the address. Next time you create a mileage all your favorites will be listed at the top.

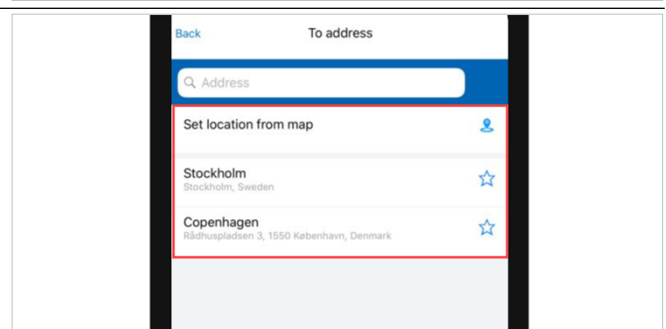


You now need to add the **"To address"**.

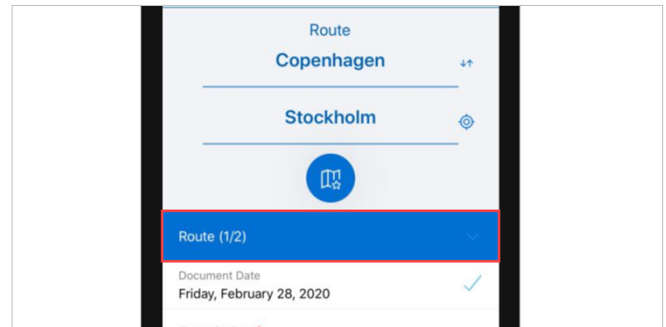
You can either type in an address, or you can wait until you are on the actual location and then click the location symbol. This is, of course, only possible if location has been enabled in the Expense App.



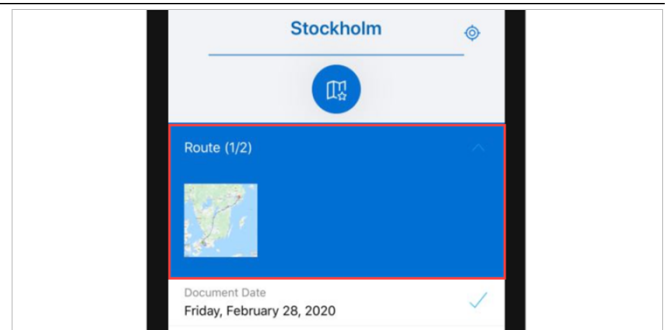
You can also pick the address from your lately used or favorite list.



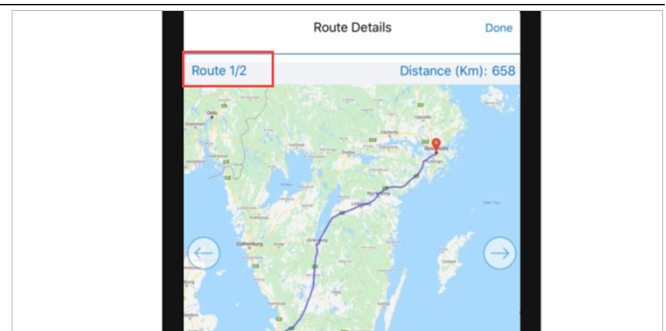
Once you have chosen From and To address, your route will be calculated by Google Maps.



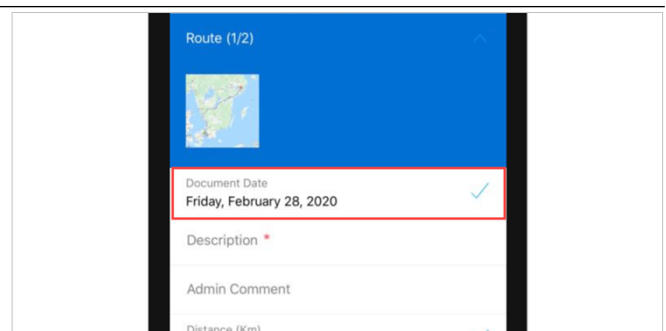
When you click on the route overview, you can see if there are different routes to choose from.



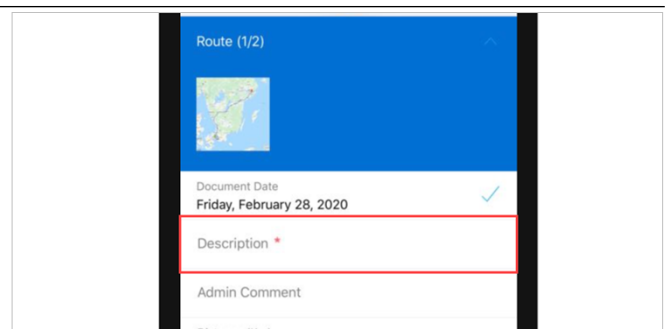
You must now choose which route is valid for your mileage.



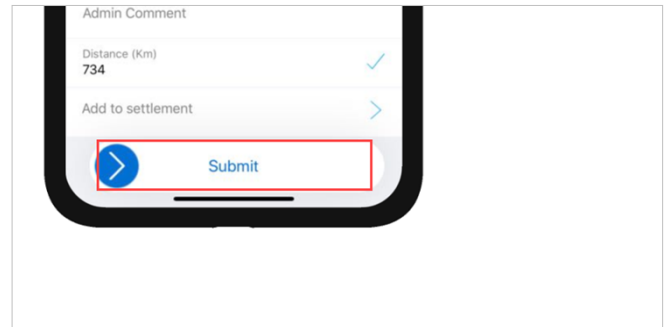
Choose the date for your mileage.
Today's date will automatically show. You can change to a previous date if you need to.



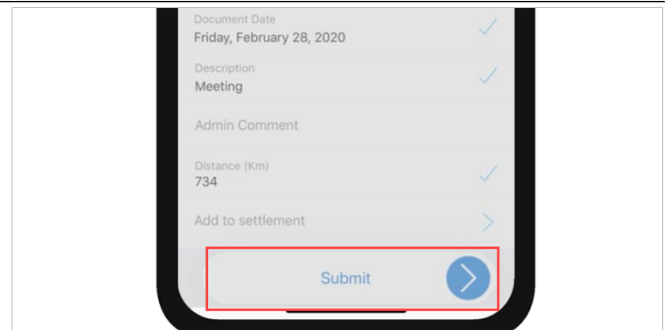
Add a "**Description**" for your mileage.



Once you have filled in all relevant information for your mileage, you are ready to submit.



You submit by swiping to the right.



When submitting, you are given different choices. "Send and create return". This will create an opposite trip automatically.

"Send and continue from". This will fill in "From address" and leave the "To address" empty for you to fill in.

Or you can choose "Send" to submit this mileage only.

