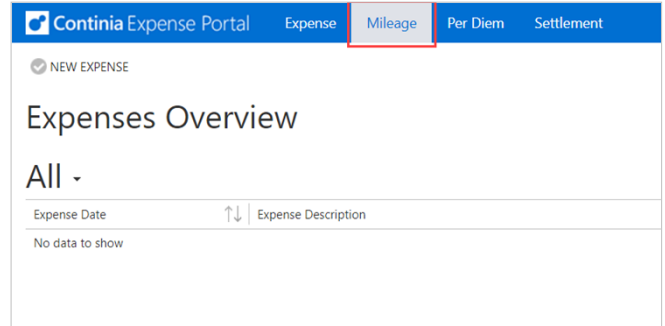
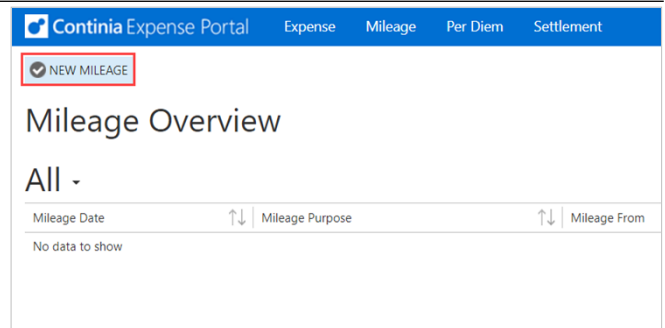


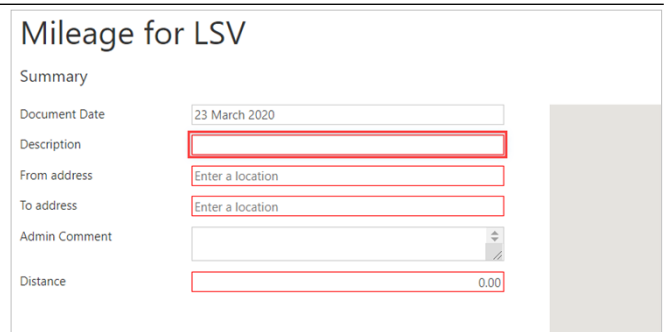
To create a mileage on the Expense Management Portal, choose "Mileage" in the top ribbon.



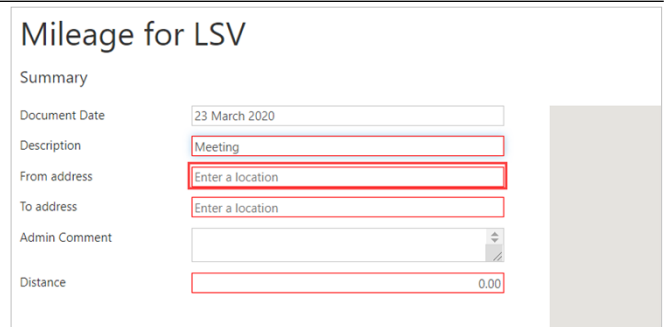
You now choose "New Mileage", and a new window will open for you to fill in information for your mileage.



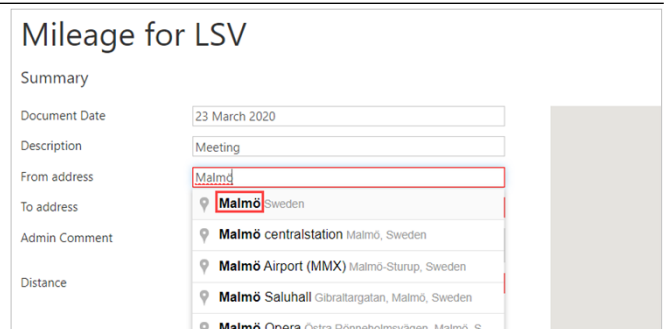
Here you can add the date of your mileage, and then type in the description for your mileage.



In the "Enter a location" you type in your start location.

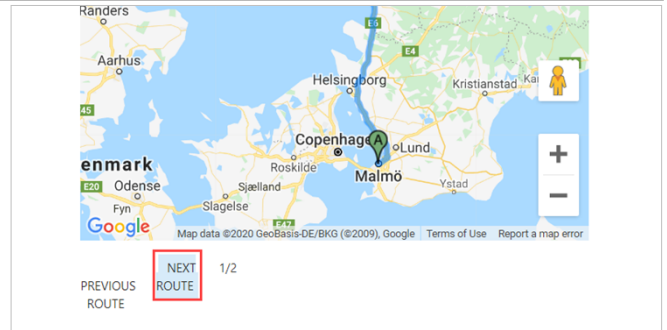


Once you start typing, Google Maps will give a list of locations equal to what you type.



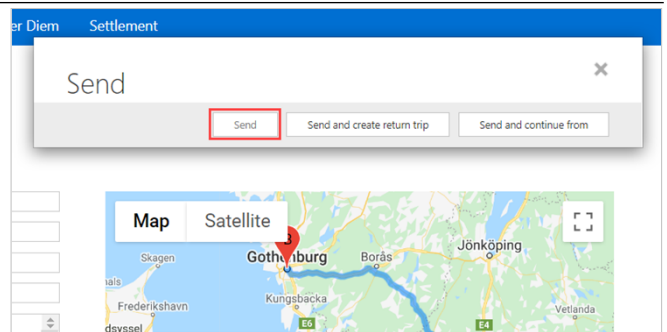
When you have added the start location, you jump to the "To Address" and type in the end location.

When the start and end address of your mileage has been filled in, the route will be calculated. Google maps calculate the same way as when using Google Maps on your browser. Different routes will be visible for you to choose. You can see the routes by choosing "Next route" underneath the map of routes. Choose the route relevant for your mileage.

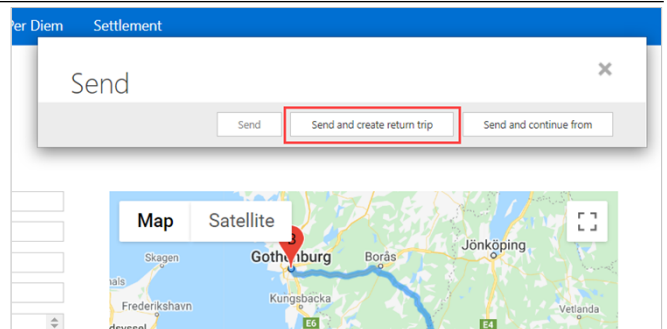


Now all details are filled in, and your specific route has been chosen. You are ready to submit. Choose "Send" to submit.

Now you will get 3 different options. If you choose "Send", the single mileage will be submitted.



Or you can choose "Send and create return trip". This will send the actual mileage and open a new window where the From and To address is switched. For the return trip, you can keep the same route or choose another route.



The last option is "Send and continue from". This will create a new trip where the "From address" is automatically filled in, and the "To address" is open for you to add. After entering the "To address", a new route will be calculated.

Once you have sent your mileage or mileages, they will be sent in flow for approval. The mileage with all details, inclusive a picture of the route, will be visible for the approver.

