

Oracle Maps makes recording Mileage from your Personal Car a SNAP!

The addition of *Oracle Maps* streamlines the entry of a new Expense item using the Mileage - Personal Car type.

From the **Ignite Homepage** – click the **Me** tab – then **Expenses** tile – and click **Create Item**.



- All mileage for a single day should be entered as 1 expense item, even if it has multiple stops.
- Oracle Maps works best using exact physical (street) addresses
- It is no longer necessary to add a third party map as backup.

Enter the **Start Date** the driving occurred, followed by the **Faculty/Staff Travel – Domestic** template, and select **Mileage – Person Car** for the type. The **Expense Location** should be the City, County & State where the driving originated. The **End Date** is the date of the return trip (if you are entering a one-way trip, enter the same End Date as the Start Date).

Next, enter the business purpose for the travel in the **Description** field.

Before entering a Starting Location, click on the **USE MAP** button – which will open *Oracle Maps*.

Enter the physical address of the starting point in the **A** field. Continue to add address for any stops made that day. Click **Apply** when complete.

The Starting Location and Destination addresses will now auto-populate based on the first and last address entered in *Oracle Maps*. The Trip Distance is also carried over. Next, click **Calculate** and the Reimbursable Amount will be updated.

Confirm the COA string listed in the **Account** field is accurate, or add Project information if necessary.

Click **Save & Close**.