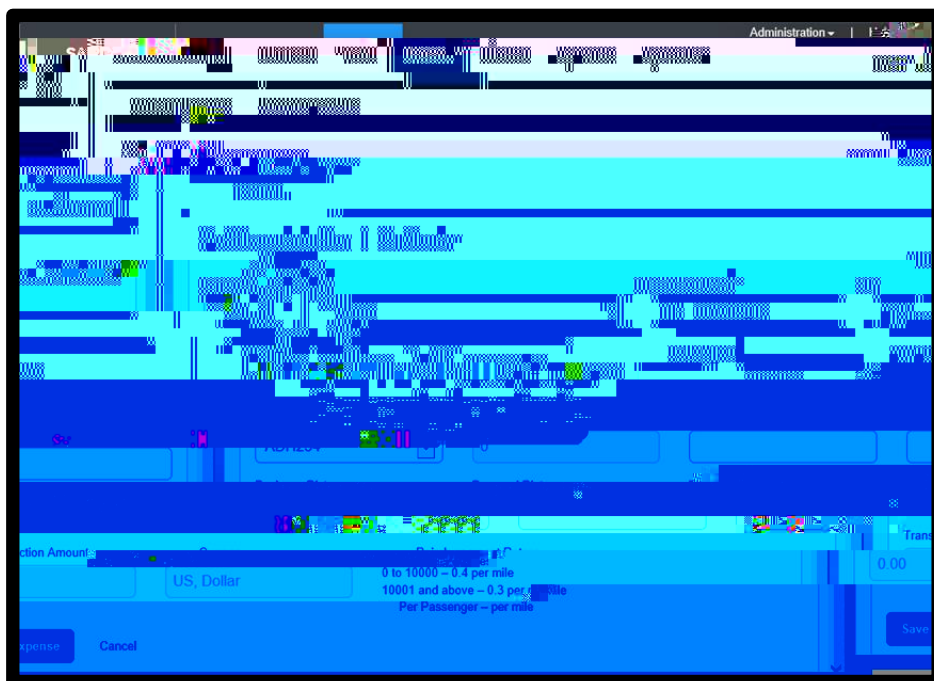


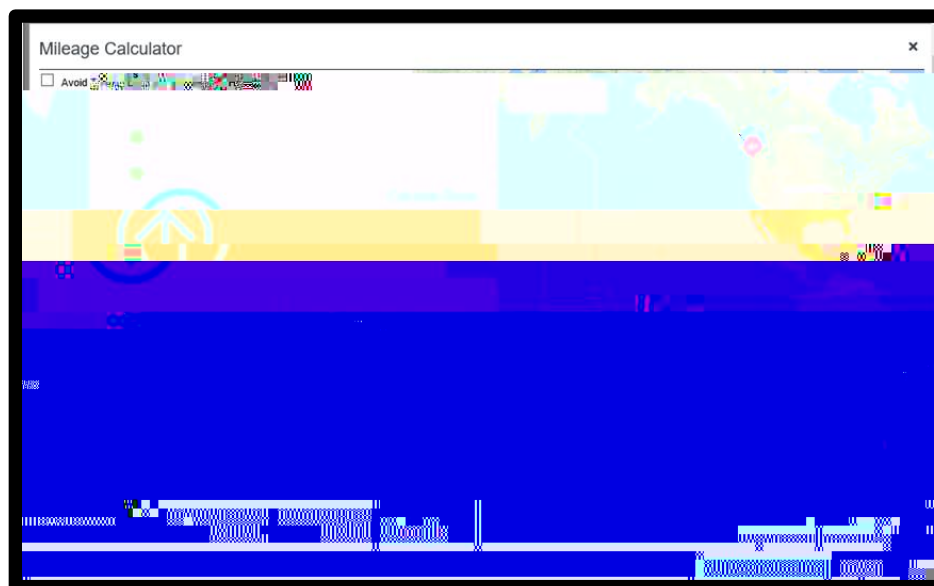


You can use the **Mileage Calculator** to look up the distance of your trip.

5. Click the **Mileage Calculator** link.



6. Enter the **Waypoints** for your trip, and Google maps will calculate the route.



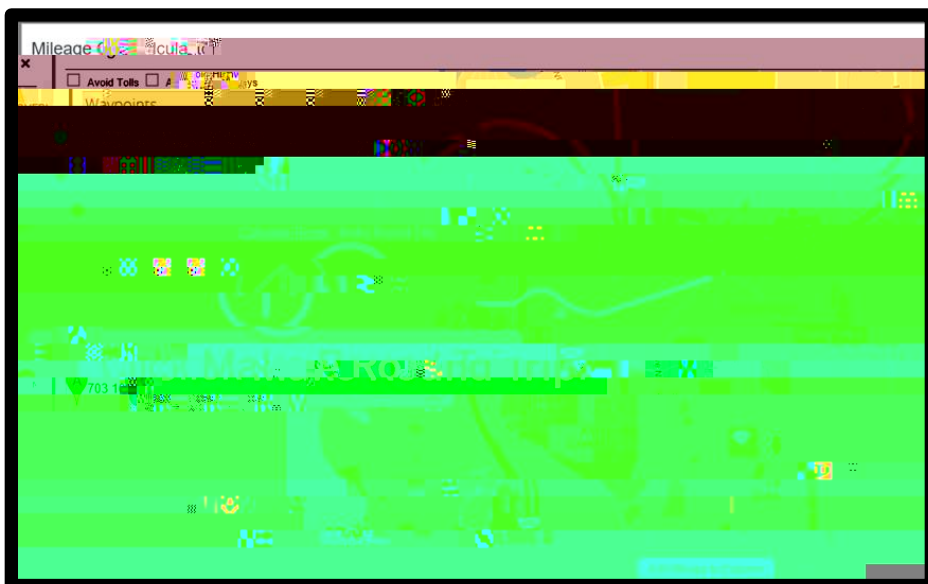
7. Click Calculate Route.

The trip distance is calculated in the **TOTAL BUSINESS** mileage filed. For most trips, you will also need to calculate your return trip.

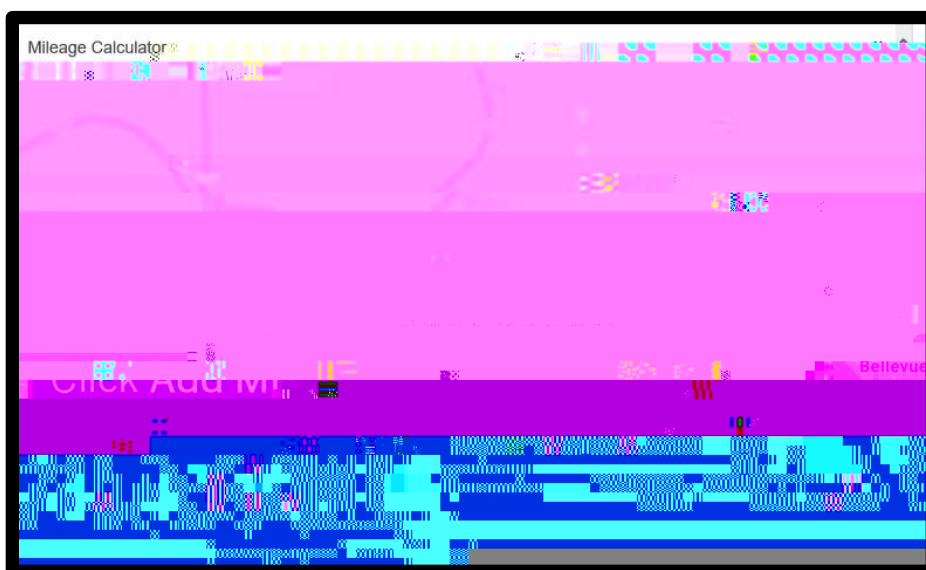


8. Click Make Round Trip.

The mileage amount doubles. You can add additional waypoints to your trip as needed.



9. Click **Add Mileage to Expense**.



The **Transaction Amount** is calculated. Note that you cannot change this amount, unless you modify the **Total Distance** or **Transaction Date** fields.

10. Click **Save Expense** to add the car mileage expense to your expense report.

