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

x Add Banner Activity and/or Location:Select

8. Notice the fields that are now populated.

The screenshot shows a mobile application interface for 'Mileage / Private Vehicle'. At the top right, there are 'Cancel' and 'Save' buttons. Below the title, there is a date field set to '07/29/2019'. The main area displays a map with a route highlighted in green. The route starts at 'John F. Kennedy International Airport (JFK), New York, NY, USA' and ends at '1845 Fairmount Street, Wichita, KS, USA'. A distance of '0.58' is shown in a white box. Below the map, there is a search bar with the text 'Find a location' and a 'Search' button. A small text box at the bottom of the screen provides instructions: 'Step 1: Type the funding you would like to search for in the Search for Funding box below. As you type, a drop-down list of matching items will be displayed for selection. Step 2: In the Select box, choose the value that best matches your funding.' The bottom portion of the screen is mostly blacked out.

9. Click Save at the top right hand side of the screen to continue. The expense will be added to the Expense Report and will be visible on the left side of the screen.