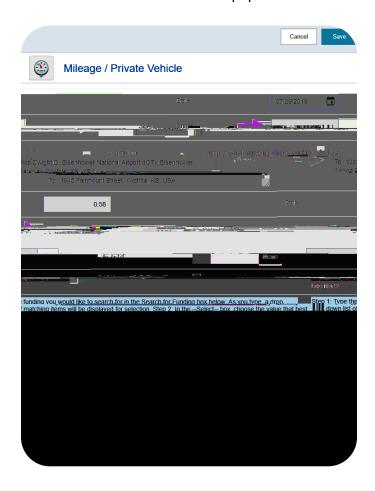
amount. If you need to reduce the calculated mileage, select the appropriatoption and enter either the amount of miles the amount you need to deduct.

x Add Banner Activity and/or Location:Select

8. Notice the fields that are now populated.



 ClickSave at the top rightand side of the screen to continue. The expense will be added to the Expense Reported will be visible on the lettide of the screen.