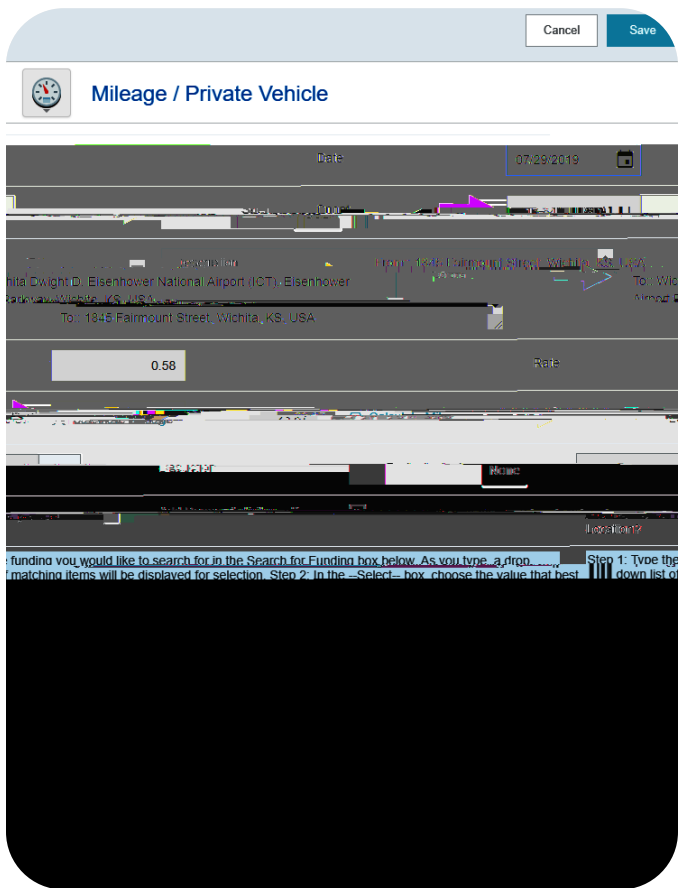




amount. If you need to reduce the calculated mileage, select the appropriate option and enter either the amount of miles or the amount you need to deduct.

x Add Banner Activity and/or Location:Select

8. Notice the fields that are now populated.



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.