ENTERING MILEAGE IN FLUID TRAVEL & EXPENSE
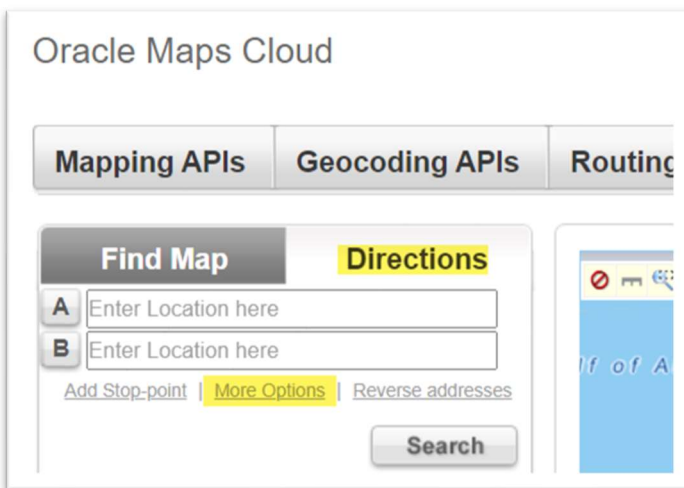
To calculate mileage, it's best to use the Oracle calculator link (https://maps.oracle.com/elocation/ajax/index.jsp) to figure out the best format for the Starting Point & Ending Point address fields first to calculate the miles from Point A to Point B. So that the number of miles will match what shows inside PeopleSoft, be sure to select the <u>Shortest Distance</u> option on the Oracle Calculator <u>first</u> since the GPS Calculator inside PeopleSoft FIN is already defaulted to Shortest Distance.
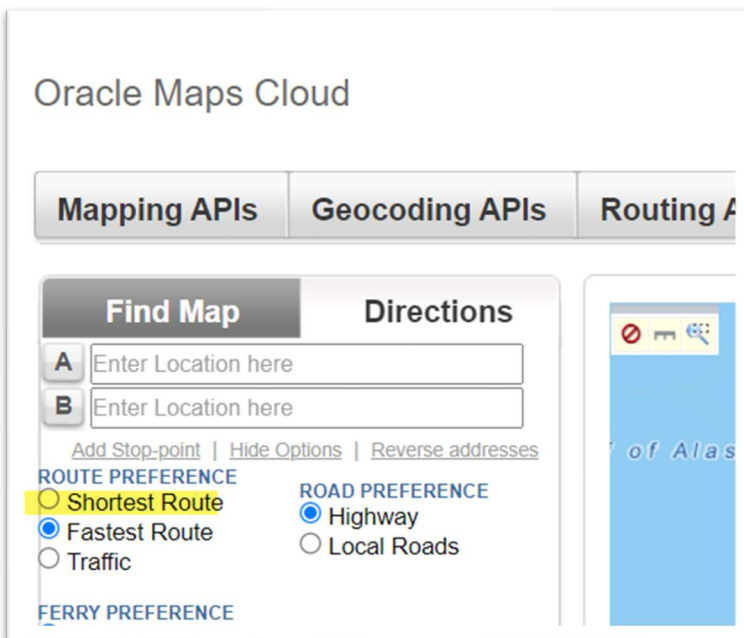
To select Shortest Distance in Oracle:
*Click on the **Directions** tab first and then **More Options***

*Then select the dot in front of **Shortest Route***

Then start typing in the addresses the traveler traveled TO and FROM into the Point A and Point B boxes to calculate the number of miles. When typing, do <u>not enter any periods or commas</u>, only use spaces as separators. (Ex: 402 W Washington St Indianapolis) Once a list of addresses pops up, then select the matching address from the options that show up in the list. Keep trying different versions of the address until the address that matches yours pops up for you to select.

*Once both addresses have been selected from the drop down lists of addresses, click **Search** to see the total miles that should show in the travel module for those 2 addresses for one way. Then copy and paste the addresses from the A & B Oracle boxes into your expense report and click the **Calculate GPS Distance** button on your expense report.*

ROUNDTRIP MILES:

To enter roundtrip miles onto one mileage expense line where you traveled from - Point A to Point B and then back to Point A in the same day, you would manually enter the number of doubled miles into the Miles box. Once you do that the Exception Comments section at the bottom of the page opens up. The system will not allow you to save the report until you enter a comment explaining why your miles don't match what the GPS calculator came up with for those 2 addresses. So, you would just then enter a comment *(inside the Exception box at the bottom of the page, **<u>in addition to the Description box at the top of the page</u>**)* that you are "Entering round trip miles onto one expense line" or "adding 10% for extreme construction traffic" etc.......just something explaining why the miles don't match.
(Yes, the abbreviation of "RT" is still acceptable.)