

Mileage Reimbursement- *Mobile/App*



This guide provides a step-by-step process for efficiently submitting mileage reimbursement through the mobile app, ensuring users capture all necessary details accurately. It offers tips on avoiding common pitfalls, such as submitting multiple reports for the same period.

- 1 Tap the Apps icon

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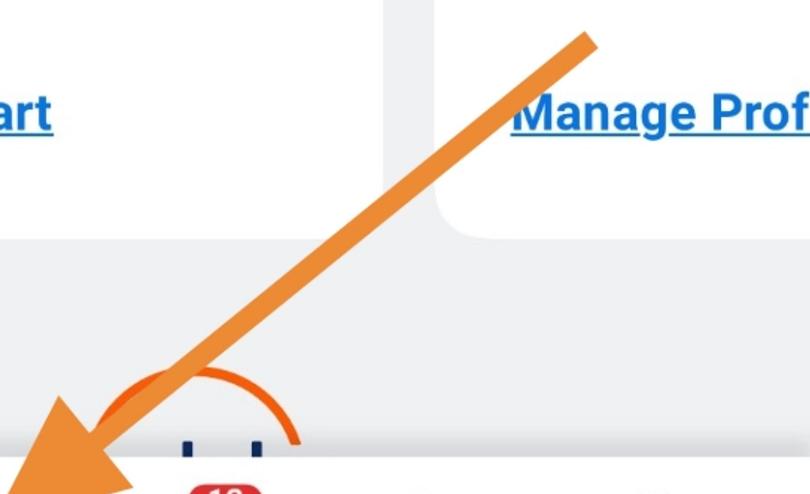
My Tasks



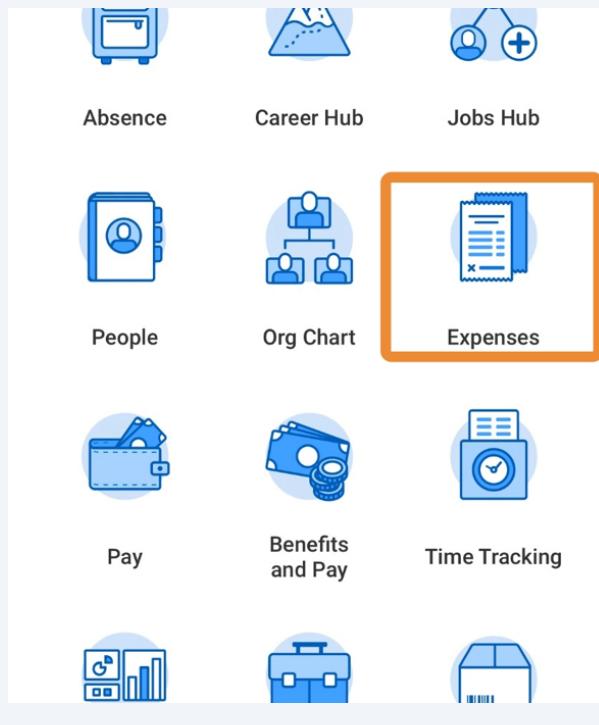
Find



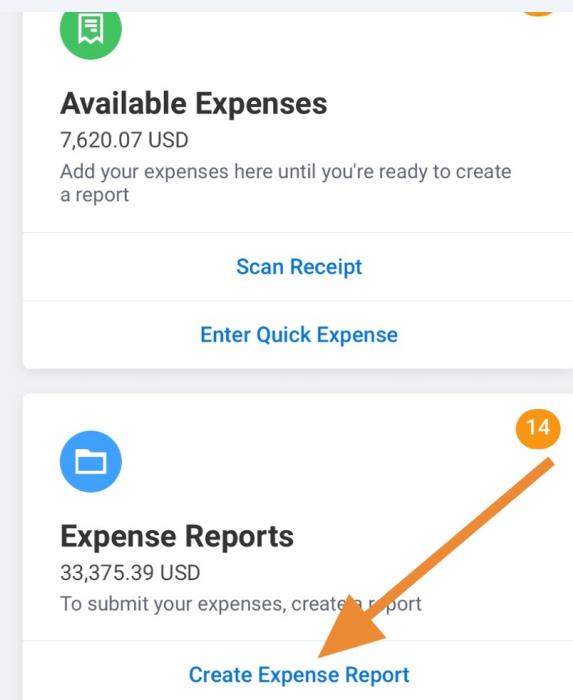
Profile



2 Select the Expenses icon.



3 Select Create Expense Report



4 If this information is correct, select done.

Cancel Create New Report Done

Company *

X KCS KenCrest Services 

Expense Report Date *

07/30/2025 

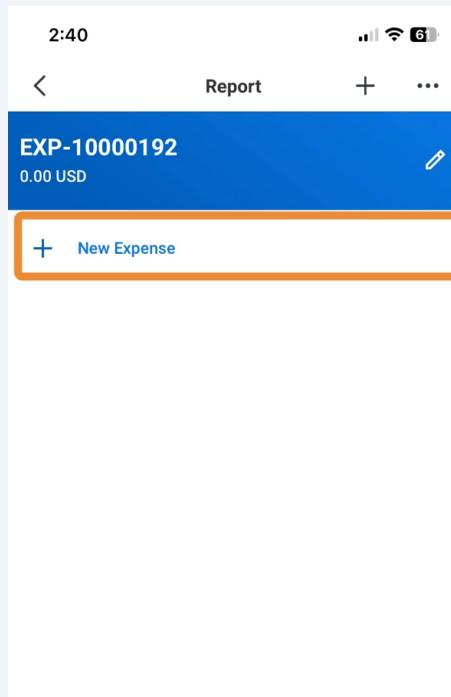
Company on Expense Line *

X KCS KenCrest Services 

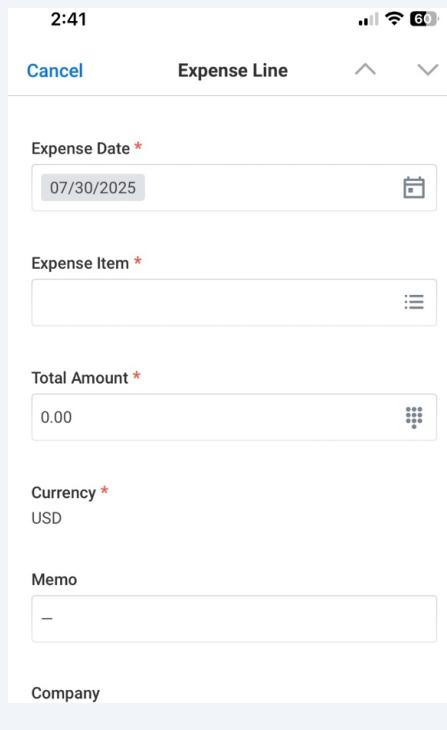
Cost Center

X 99104 Accounting 

5 Select New Expense



6 This will create a blank expense line.



2:41

Expense Line

Expense Date *

07/30/2025

Expense Item *

Total Amount *

0.00

Currency *

USD

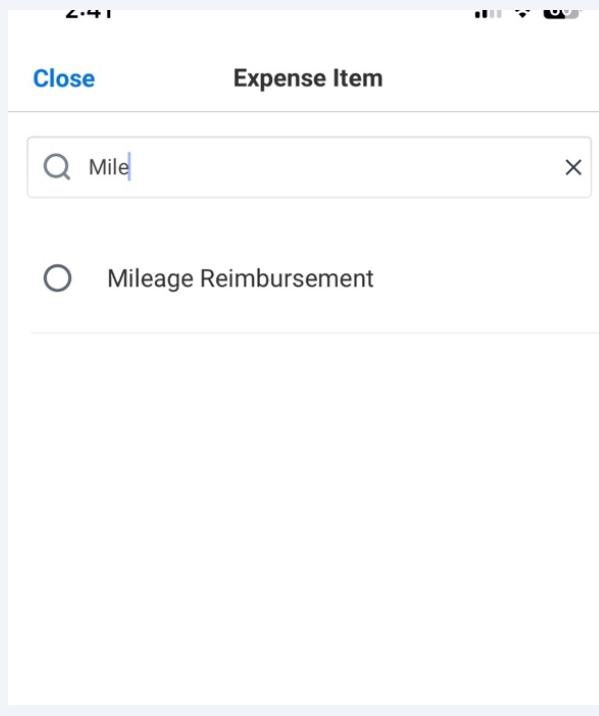
Memo

Company

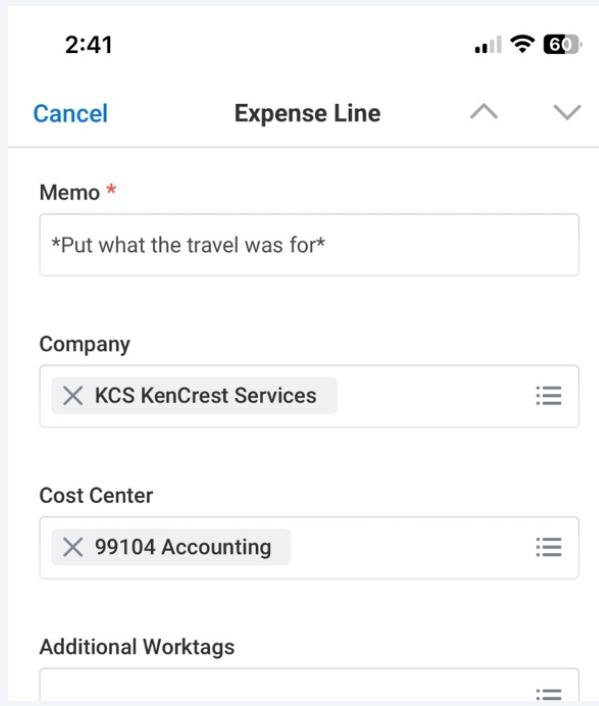


Alert! The expense date is the date that the report was created not when the expense happened. Change to the correct date of expense.

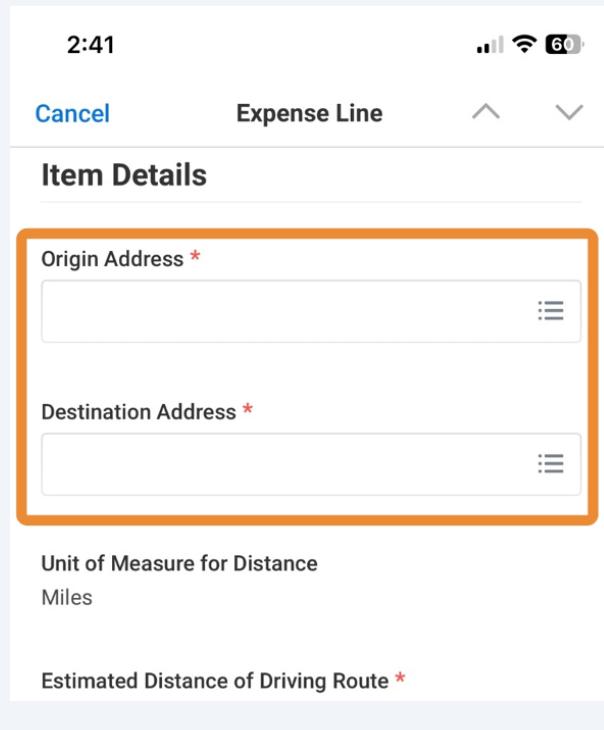
7 In the Expense Item, type mile, and you will see Mileage Reimbursement appear.



8 In the memo field put in what the travel was for.



9 Keep scrolling down the page and you will see the area where you can input the Origin and Destination address.



2:41

Expense Line

Cancel

Item Details

Origin Address *

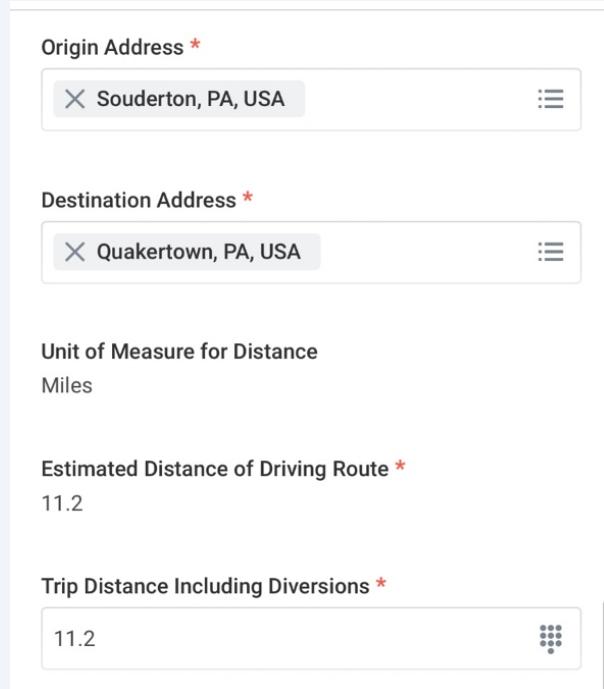
Destination Address *

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route *

10 Type in the starting and ending address.



Origin Address *

Souderton, PA, USA

Destination Address *

Quakertown, PA, USA

Unit of Measure for Distance

Miles

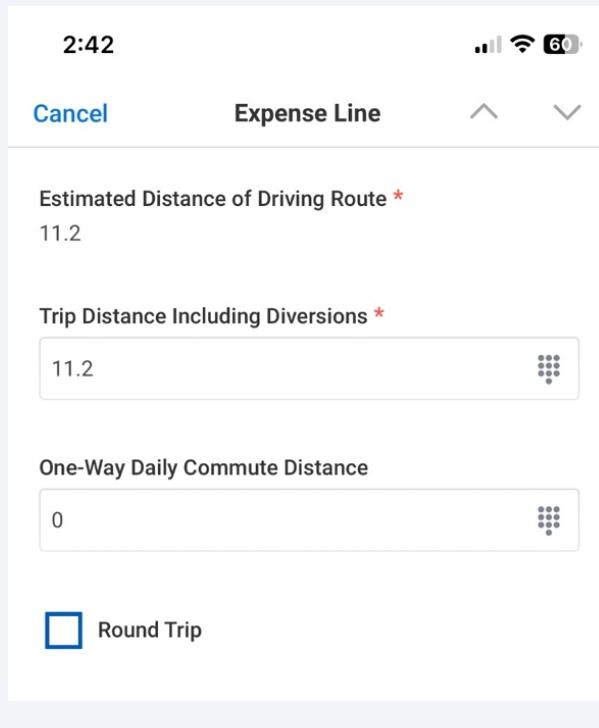
Estimated Distance of Driving Route *

11.2

Trip Distance Including Diversions *

11.2

11 You will see the estimated distance calculated by Google Maps.



2:42

Cancel Expense Line ▲ ▼

Estimated Distance of Driving Route *

11.2

Trip Distance Including Diversions *

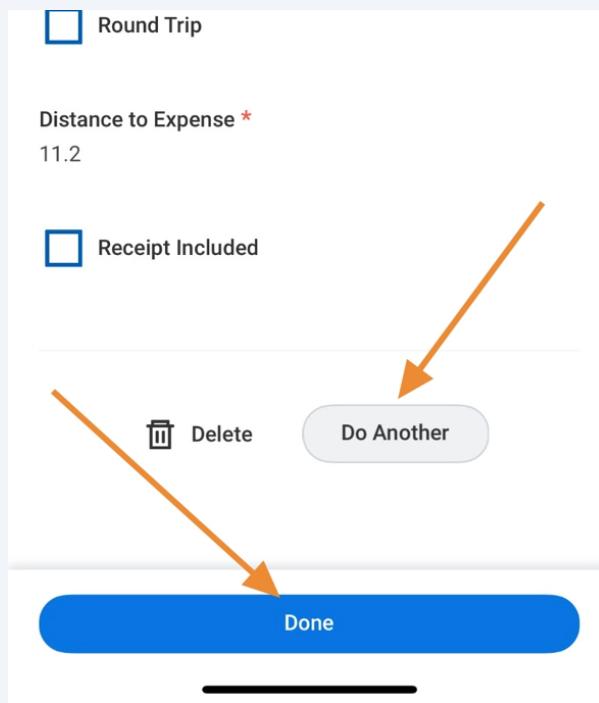
11.2

One-Way Daily Commute Distance

0

Round Trip

12 You have the option to create another mileage reimbursement expense line, or select done.



Round Trip

Distance to Expense *

11.2

Receipt Included

Delete Do Another

Done

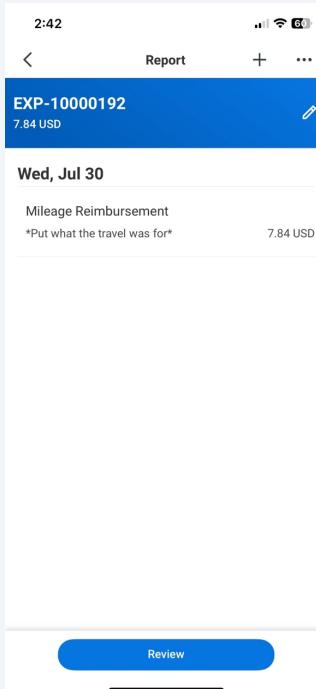
13

If you select Do Another, follow the previous steps to complete more mileage reimbursements.

If you selected done you will see this screen. You have two options, you can either save for later and add more mileage at a later date, or submit the expense report.

To save for later tap the < at the top left of the screen. This will bring you back to your expense hub, where you will see the saved report.

To submit, select the review button at the bottom of the screen which will bring you to the submit screen.



Alert! Please do not submit multiple expense reports for each day. Add mileage to report for a specific amount of time. For example, submit after 2 weeks of travel or monthly.