

# 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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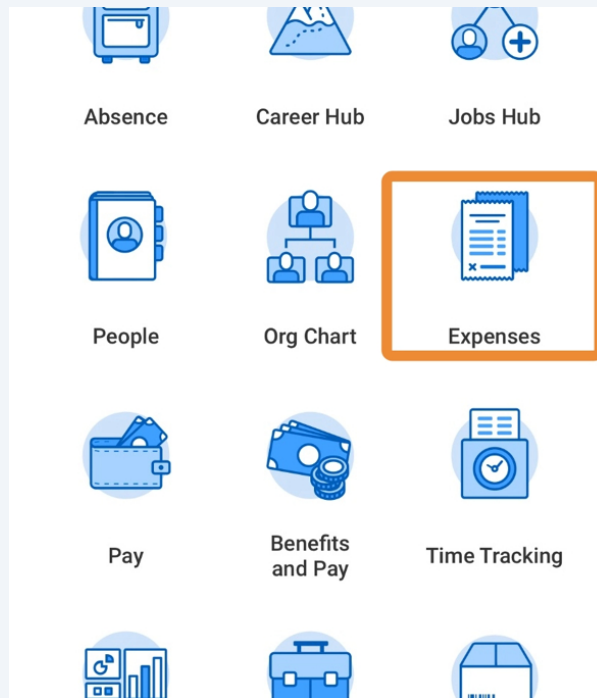


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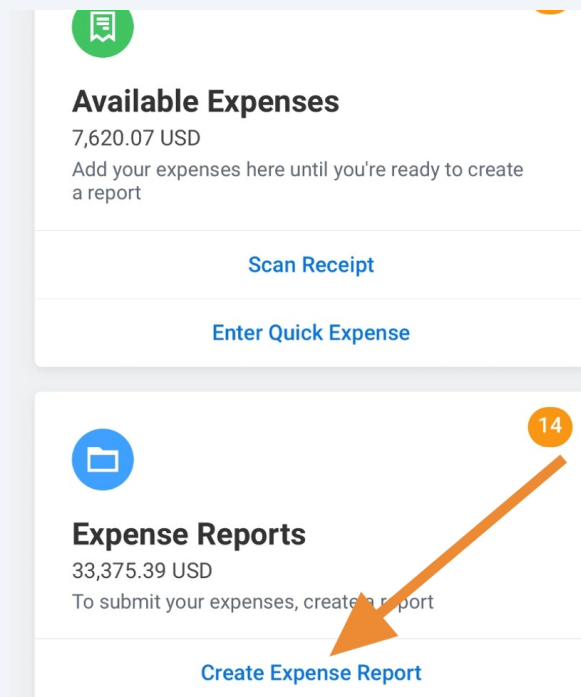


Profile

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

2:40

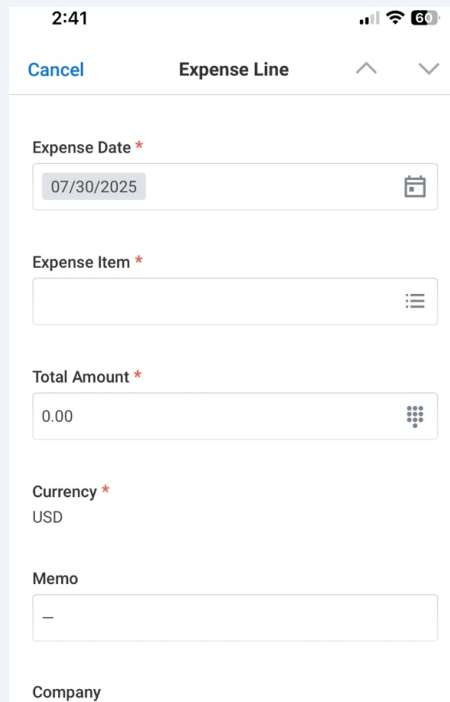
< Report + ...

**EXP-10000192**

0.00 USD

+ New Expense

6 This will create a blank expense line.



The screenshot shows a mobile application interface for creating an expense line. At the top, the status bar displays the time 2:41, signal strength, Wi-Fi, and battery level at 60%. The app's header includes a 'Cancel' button, the title 'Expense Line', and expand/collapse icons. The form contains several fields: 'Expense Date \*' with a date picker set to 07/30/2025; 'Expense Item \*' with a dropdown menu; 'Total Amount \*' with a numeric field set to 0.00; 'Currency \*' set to USD; 'Memo' with a text area containing a hyphen; and 'Company' at the bottom.



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.

The screenshot shows a mobile application interface for selecting an expense item. At the top, there is a header bar with a blue 'Close' button on the left and the title 'Expense Item' in the center. Below the header is a search bar with a magnifying glass icon on the left, the text 'Mile' in the center, and a close 'X' icon on the right. Below the search bar, a single result is listed: a radio button followed by the text 'Mileage Reimbursement'. The interface is clean and uses a light gray color scheme.

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

The screenshot displays the 'Expense Line' form in a mobile application. The top header bar includes a blue 'Cancel' button, the title 'Expense Line', and expand/collapse icons. The form consists of several sections: a 'Memo \*' section with a text input field containing '\*Put what the travel was for\*'; a 'Company' section with a dropdown menu showing 'KCS KenCrest Services'; a 'Cost Center' section with a dropdown menu showing '99104 Accounting'; and an 'Additional Worktags' section with an empty input field. Each dropdown menu has a close 'X' icon and a menu icon (three horizontal lines). The form is presented in a light gray, card-like style.

9

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

2:41

Cancel Expense Line

**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 \*

X Souderton, PA, USA

Destination Address \*

X Quakertown, PA, USA

Unit of Measure for Distance  
Miles

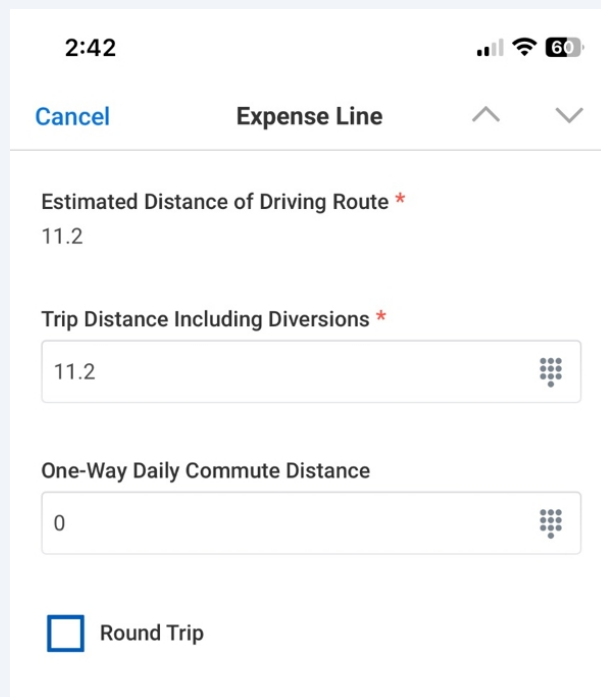
Estimated Distance of Driving Route \*

11.2

Trip Distance Including Diversions \*

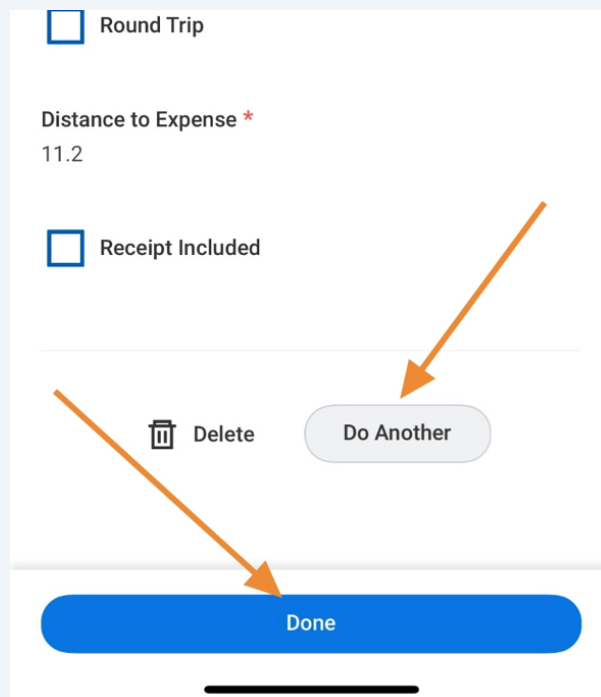
11.2

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



A screenshot of a mobile application interface titled "Expense Line". At the top, there is a status bar showing the time "2:42", signal strength, Wi-Fi, and a battery icon at "60%". Below the status bar, there is a navigation bar with a blue "Cancel" button on the left, the title "Expense Line" in the center, and expand/collapse icons on the right. The main content area contains three input fields: "Estimated Distance of Driving Route \*" with the value "11.2", "Trip Distance Including Diversions \*" with the value "11.2", and "One-Way Daily Commute Distance" with the value "0". Each input field has a small grid icon on the right. At the bottom, there is a checkbox labeled "Round Trip" which is currently unchecked.

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



A screenshot of the bottom portion of the "Expense Line" form. It shows a "Round Trip" checkbox which is unchecked. Below it is the "Distance to Expense \*" field with the value "11.2". Underneath that is another "Round Trip" checkbox, also unchecked, labeled "Receipt Included". At the bottom of the form, there are three elements: a "Delete" button with a trash can icon, a "Do Another" button, and a large blue "Done" button. Three orange arrows are overlaid on the image: one points from the top right towards the "Do Another" button, another points from the bottom left towards the "Delete" button, and a third points from the bottom left towards the "Done" button.

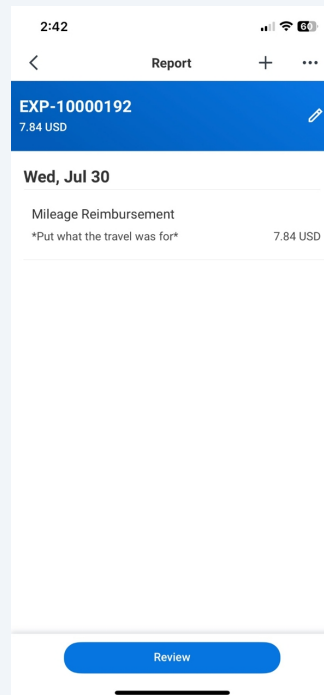
13

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.