Follow the Linking Expenses to a Request pdf until this screen.

Select Yes
Enter departure city
Enter time of departure
Specify AM or PM
Enter arrival city
Enter arrival time
Travel Allowances For Report: July Instate Mileage

Itinerary Info

- Itinerary Name: July Instate Mileage
- Selection: UMS_REMB_RAIL

New Itinerary Stop

- Departure City: Bangor, Maine
- Time: 6:00 AM
- Date: 07030216
- Arrival City: Brunswick, Maine
- Time: 8:00 AM
- Date: 07030216

Save
Your itinerary is half done. Fill in the same information, from your destination back to wherever you originated.
You may double-check your itinerary.

When ready, select Done.
If meal was paid for with T-card, select Import Expenses and skip to the end of the pdf.
If meal was paid for with cash, select “Travel Meal Expense”
Enter date of meal
<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Transaction Date</th>
<th>Business Purpose</th>
<th>Enter Vendor Name</th>
<th>City of Purchase</th>
<th>Travel Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Meal Expense</td>
<td>07/03/2016</td>
<td>Field Work</td>
<td>Subway</td>
<td></td>
<td>In-State</td>
</tr>
</tbody>
</table>

Enter vendor of meal
Enter city of purchase
If meal was paid for with cash, enter the amount here.
Save expense
July Instate Mileage

Note: This message is only an alert. It will NOT stop you from submitting this report.

Return to the Linking Expenses to a Request pdf for more information on entering mileage expenses.