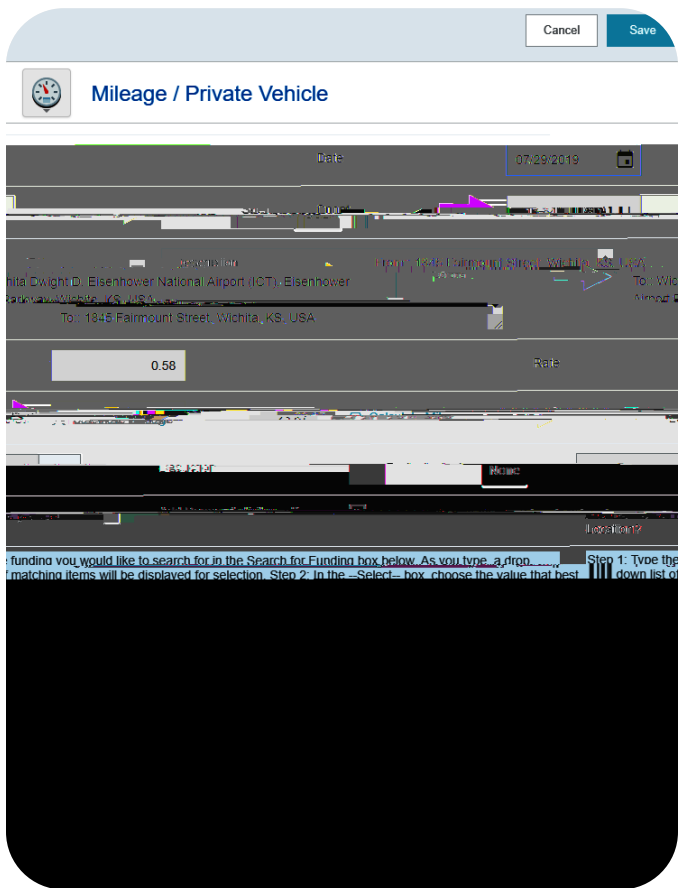




amount. If you need to reduce the calculated mileage, select the appropriate option and enter either the amount of miles or the amount you need to deduct.

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.