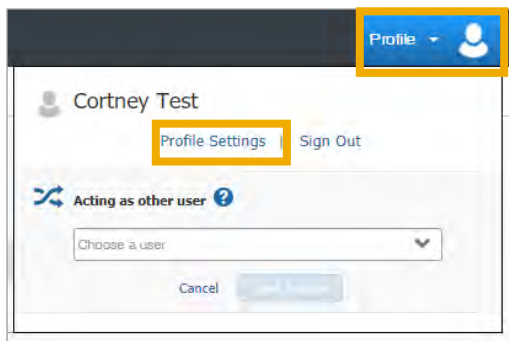


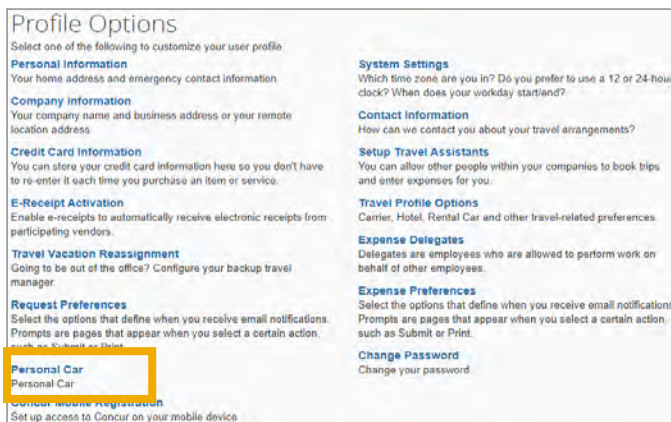
Adding a Personal Car

Before submitting for mileage reimbursement, at least one personal car must be added to your profile to determine which mileage reimbursement rate(s) to use. To add a Personal Car follow these steps:

1. Select the **Profile** link.
2. Click the **Profile Settings** link.

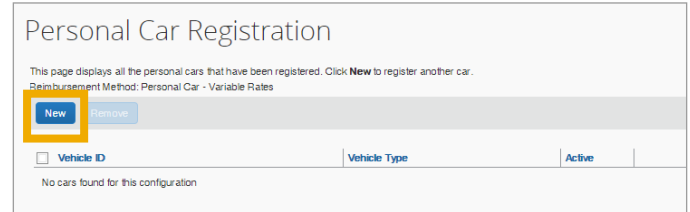


3. Select the **Personal Car** link.



Result: The Personal Car Registration page will appear. This page displays all personal cars that have been registered with your profile.

4. Click the **New** button.

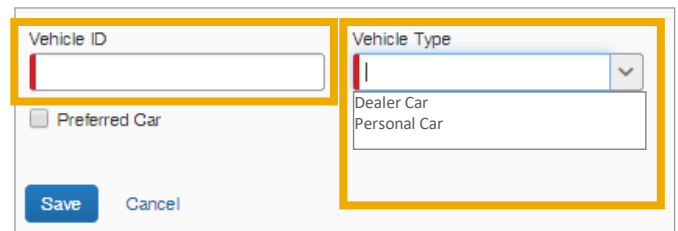


5. For the **Vehicle ID** enter one of the options below. The Vehicle ID is what will appear on the Expense Report.

- **IRS Mileage Rate**
- **Dealer Rate**

6. For the **Vehicle Type** select one of the options from the dropdown. The Vehicle Type corresponds to the mileage rate which will be used.

- **Personal Car**
- **Dealer Car**



Note: Mark the **Preferred Car** checkbox if you want this Vehicle ID/Type to be your preferred car.

7. Click the **Save** button.