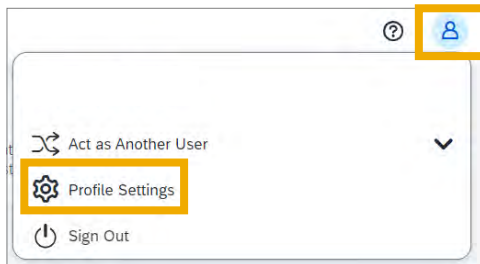


Adding a Personal Car

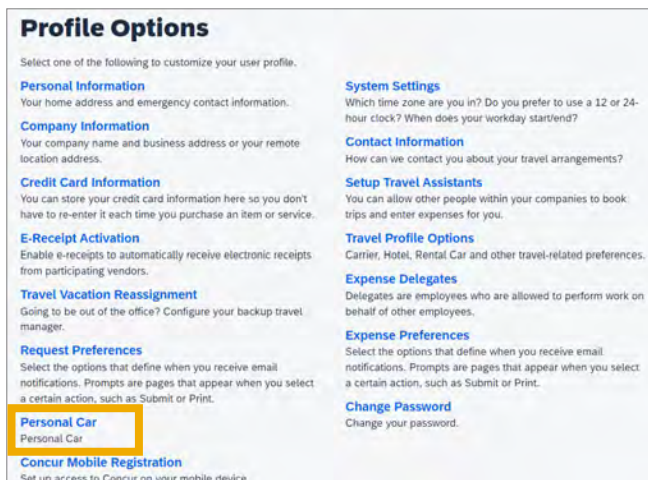
Before submitting for mileage reimbursement, at least one personal car must be added to your profile to determine which mileage reimbursement rate(s) to use. To add a Personal Car follow these steps:

1. Click the **Profile** icon.
2. Select 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.

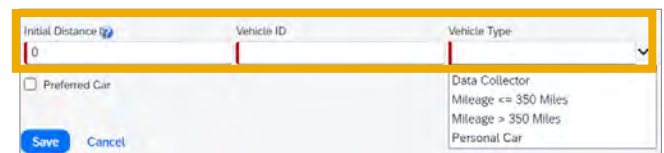


5. For the **Vehicle ID** enter one of the options below. The Vehicle ID is what will appear on the Expense Report.

- **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.

- **Mileage <= 350 Miles**
- **Mileage > 350 Miles**
- **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.