Please note – to use your own car on College Business and to claim mileage costs, you must comply with the College’s Driver Policy.

Follow the instructions under Inputting of Expense Claims Step 2 until you get to the following screen:

You will note that there are various options under the Mileage Expense Types, please ensure that you choose the correct one. In this example, Mileage – Petrol Car Rate is chosen. Click on Next step it will take you to the following screen:
• Date – enter the date of your journey
• Description – enter the details of your journey and the purpose e.g. Egham to Kingston, Visit to Kingston University for Oracle Users Group meeting
• Miles – enter the no of miles
• Rate per Mile – this is pre-set within Agresso and cannot be altered
• Amount – this is calculated by Agresso from the no of miles multiplied by the rate
• Account – this defaults
• Subproj – enter sub-project
• Tax System – defaults from the sub-project
The screen should look like this after all the data has been entered:

To continue entering other items follow the instructions under Inputting of Expense Claims.
Claiming for Business Passengers

If you wish to claim for a passenger(s) then go back to the beginning of this section and choose the Expense Type – Mileage – Petrol – passenger rate.

NB If you are claiming mileage for a diesel car, ensure that you choose the Mileage-Diesel-Passenger Rate option.

The screen will look like this:

- Date – enter the date of your journey
- Description – enter the details of your journey and the names of your passengers e.g. Egham to Kingston, Joe Whittle
- Miles – enter the no of miles
- Rate per Mile – this is pre-set within Agresso and cannot be altered
- No. of Passengers – enter the no of passengers
- Amount – this is calculated by Agresso from the no of miles multiplied by the rate multiplied by the number of passengers
- Account – this defaults
- Subproj – enter sub-project
- Tax System – defaults from the sub-project
The screen will look like this after the data has been input:

![Expense Entry Screen]

To continue entering other items follow the instructions under Inputting of Expense Claims.