Oracle Maps makes recording Mileage from your Personal Car a SNAP!

The addition of Oracle Maps streamlines the entry of a new Expense item using the Mileage - Personal Car type.

From the Ignite Homepage – click the Me tab – then Expenses tile – and click Create Item.

- All mileage for a single day should be entered as 1 expense item, even if it has multiple stops.
- Oracle Maps works best using exact physical (street) addresses.
- It is no longer necessary to add a third party map as backup.

Enter the Start Date the driving occurred, followed by the Faculty/Staff Travel – Domestic template, and select Mileage – Person Car for the type. The Expense Location should be the City, County & State where the driving originated. The End Date is the date of the return trip (if you are entering a one-way trip, enter the same End Date as the Start Date).

Next, enter the business purpose for the travel in the Description field.

Before entering a Starting Location, click on the USE MAP button – which will open Oracle Maps.

Enter the physical address of the starting point in the field. Continue to add address for any stops made that day. Click Apply when complete.

The Starting Location and Destination addresses will now auto-populate based on the first and last address entered in Oracle Maps. The Trip Distance is also carried over. Next, click Calculate and the Reimbursable Amount will be updated.

Confirm the COA string listed in the Account field is accurate, or add Project information if necessary.

Click Save & Close.