TravelTracks Expense Report:

- Select “Mileage” expense type in the “Enter Receipts” screen.

- Enter the absolute mileage dollar amount (e.g. $77.45) from the MapQuest Mileage Chart.

- Enter the MapQuest Number (e.g. MQ#01) in the “Comment” section of the “Mileage” expense type.
Paper Expense Reimbursement:

- Enter the miles (e.g. 137.08) from the chart in the correct cell on Back Page tab.
- Enter the MapQuest Number (e.g. MQ#01) in the “City To” cell to the left of the cell with the miles.