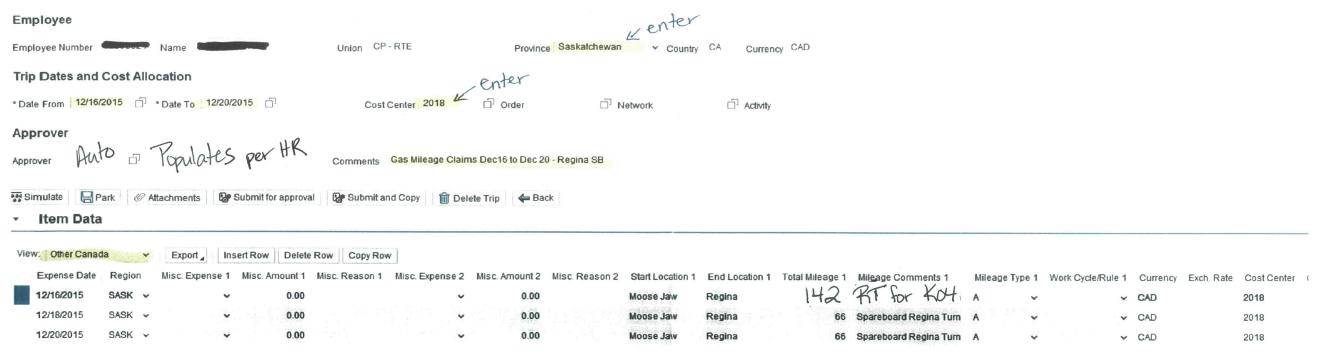
## **EXAMPLE OF REGULAR GAS EXPENSE CLAIM**



- 1. Change or Select YELLOW highlighted items.
- 2. Enter the Date of mileage trip Note Sask should already be showing
- 3. Type in "Start Location" and Type in "End Location"
- 4. Put in the appropriate mileage amount \*\* System already knows it's 37 cents per KM RT means Round Trip so you don't need to enter 2 lines for one day
- 5. Select A PAR (Personal Auto) type from "Mileage Type 1"
- \*\* COPY ROW if doing multiple days; just change "Expense Date" from the drop down selection \*\*
- 6. PARK to save and make sure no errors
- 7. Click on "Submit for Approval"

**CLAIM IS SUBMITTED FOR APPROVAL TO MANAGER**