

Quick Reference Guide

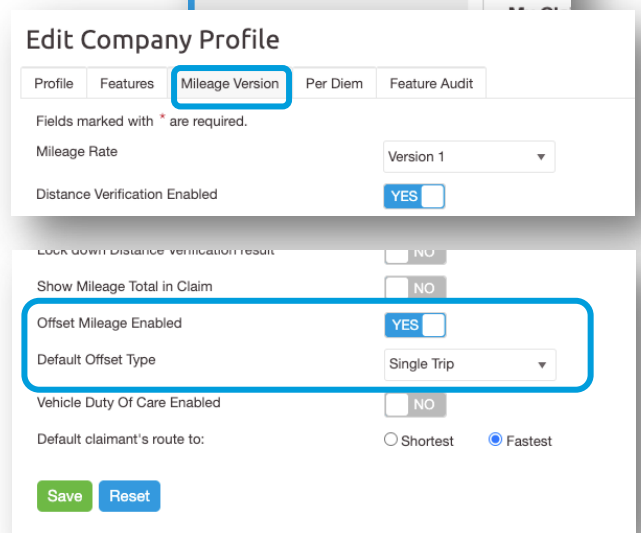
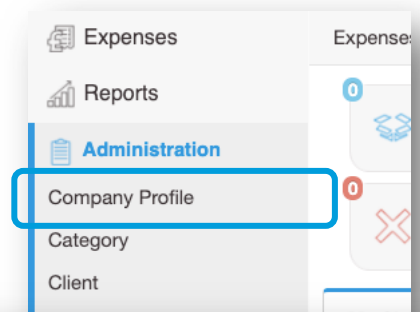
Offset Mileage for Administrators

Introduction

Offset mileage is available as a feature that you can control in **Administration**. This can be activated to automatically deduct home to work mileage from a claimant's mileage claims. It can be set for single journeys or for return journeys.

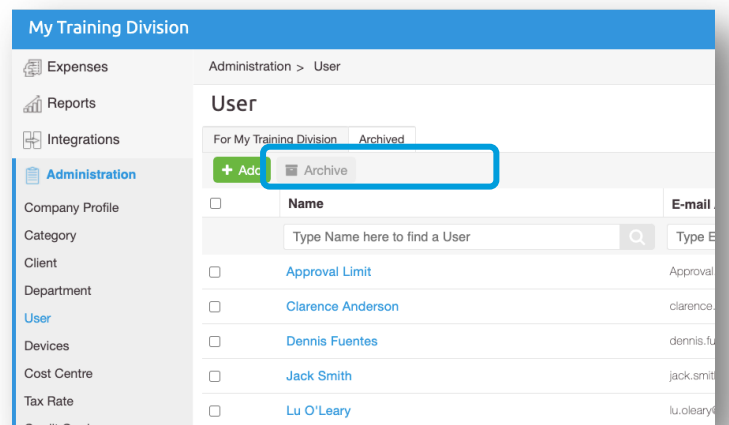
How to activate Offset Mileage

- 1 Ensure that you are logged into Webexpenses as an administrator
- 2 Click on **Administration** in the menu
- 3 Click **Company Profile**
- 4 Now select the **Mileage Version** tab
- 5 Navigate to **Offset Mileage Enabled** and click **No** to change it to **Yes**
- 6 Click **Save** to keep your changes



How to add a claimant's home to work mileage

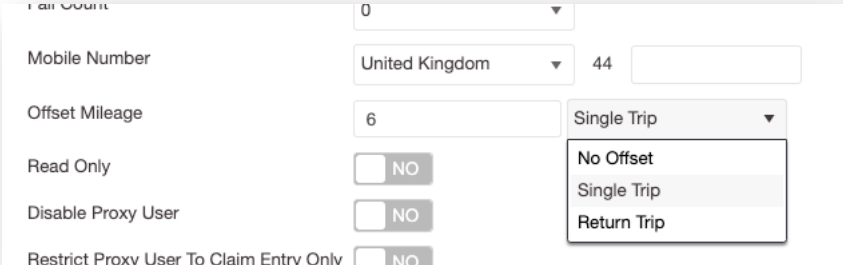
- 1 Go to **Administration** in the menu
- 2 Click **Users**
- 3 Click on the name of the user that you would like to add **Offset Mileage** to



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4 Scroll down the page to **Offset Mileage** and enter the number of miles or kilometres of the claimant's home to work journey - this can only be set by an administrator and can't be changed by the claimant



The screenshot shows a form with the following fields and options:

- Trail Count: 0
- Mobile Number: United Kingdom, 44
- Offset Mileage: 6
- Read Only: NO
- Disable Proxy User: NO
- Restrict Proxy User To Claim Entry Only: NO
- Trip Type: Single Trip (dropdown menu with options: No Offset, Single Trip, Return Trip)

5 Now select **Single Trip** or **Return journey** – this will calculate the business mileage with either the home to work mileage, deducting on a single instance of a mileage claim. Selecting **Return Trip** will deduct the home to work mileage twice – if this is changed in a claim then a warning will show to alert approvers of the change

6 Click **Save** to keep the changes

Reporting

Expense claims that include Offset Mileage can be reported on using the following reports:

- Mileage rate
- User
- Custom