

Setting Up Your Personal Vehicle for Mileage Reimbursement

The following instructions describe how to set up your personal vehicle (Auto, Motorcycle, or Plane) for travel mileage reimbursement. This will create your personal Transportation ID. You should do this prior to creating a Travel Authorization, which should also precede any travel.

Transportation ID creation only needs to be done once per vehicle.

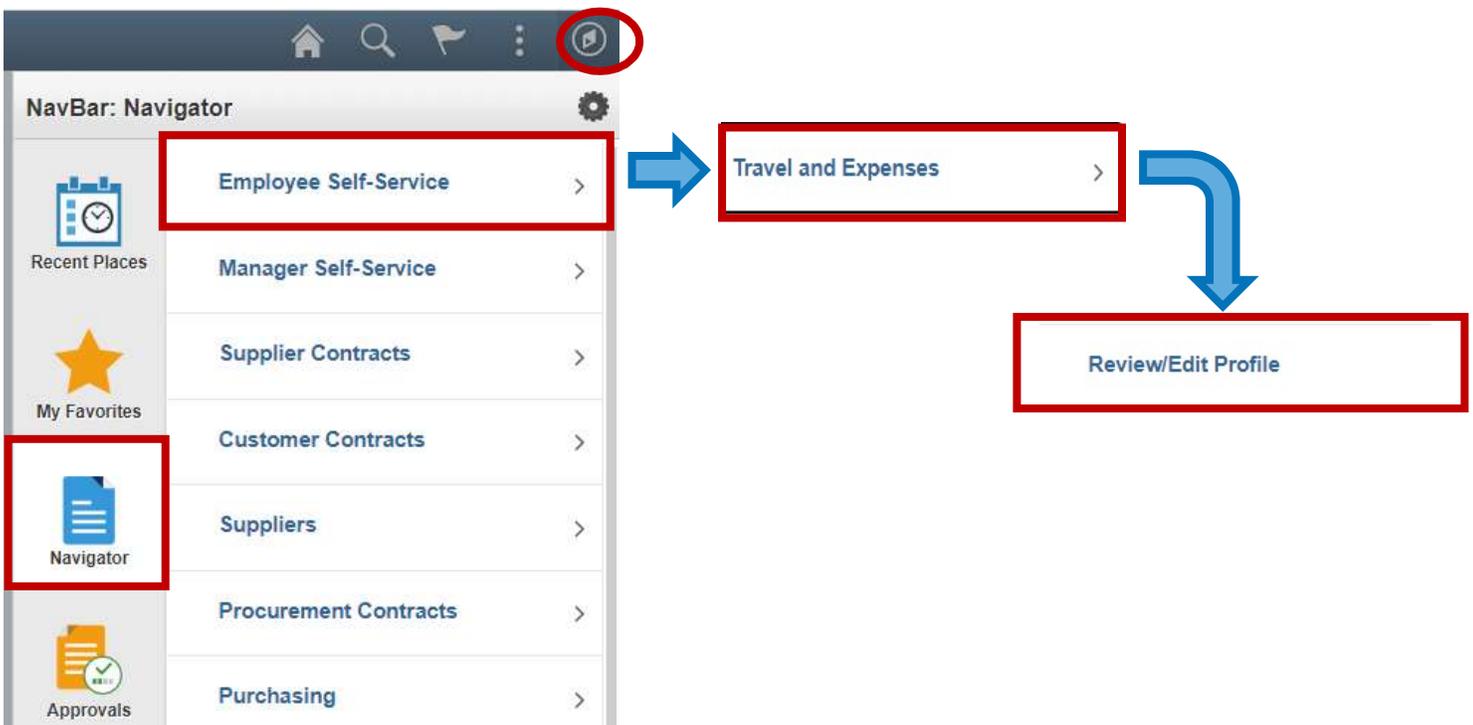
To set up your Transportation ID use the following navigation:

1. Log into ctcLink and navigate to the FSCM homepage.

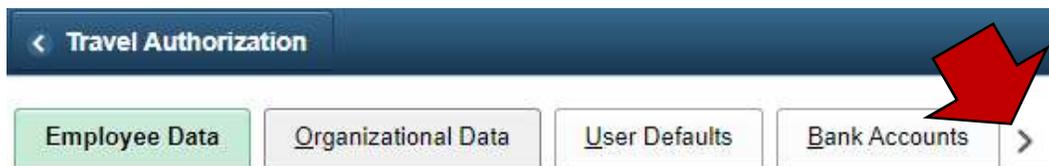


2. Please do not use the Expenses tile but rather navigate using "classic" navigation shown below.

NavBar > Navigator > Employee Self-Service > Travel and Expenses > Review/Edit Profile



3. Click on the **Arrow** to the right of the Bank Accounts tab.



4. Select the **Transportation Information** tab at the far right of the row.



5. The Transportation Identification page will open.

Transportation Identification

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*Transportation ID	Transportation Type	Short Description	Date Acquired	Status	*Status Date	Lease	Car Allowance		
NAME 6a	AUTO 6b Q	AUTO	12/31/2020 6c 📅	Active	01/01/2021 6d 📅	<input type="checkbox"/>	<input type="checkbox"/>	+..	-

Transportation Type Setup

Distances Traveled

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Transportation ID	Year	Distance Type	Total Distance
	0		0.00
NAME	0	Miles	0.00

Save **Return to Search**

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Transportation Information

6. Fill in the following information:

- Transportation ID** – This will be the name of your vehicle. It can be whatever you want; Car, '98 Honda, Batmobile
- Transportation Type** – select the type of vehicle
- Date Acquired** – Using the calendar button, enter an acquisition date for the vehicle. If you know the date you got the vehicle, enter that. If not, just pick a date prior to the Status Date.
- Status Date** – Using the calendar button, pick a date in advance of the date of travel

7. You may enter more vehicles by selecting the **+..** button to create a new line. Follow the same instructions for each vehicle. You may have more than one of the same type of vehicle – Each vehicle would get a different Transportation ID name.

8. All of your entered vehicles will be displayed at the bottom of the screen under Distances Traveled.

9. Select **Save**

That's it, your Transportation ID is now set and you can now fill out a Travel Authorization with Personal Vehicle Mileage.