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Zeno Expense
Mapped Mileage End User Guide

Document History

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Introduction

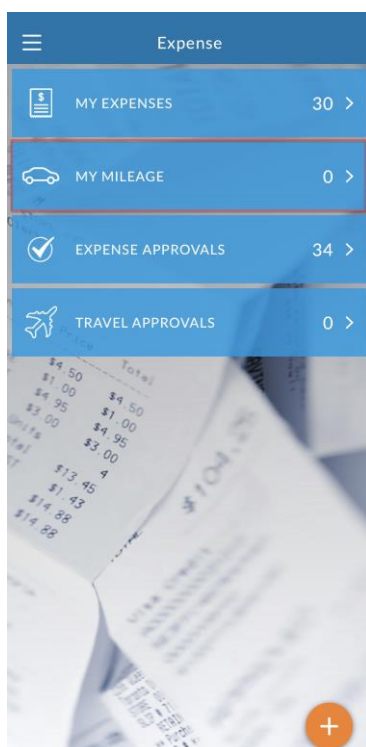
Zeno Expense has integrated with mapping software to offer Mapped Mileage functionality via the Zeno Mobile app and desktop application. Mapped mileage adds GPS tracking and map support to Zeno Expense, to offer new methods for capturing and displaying mileage claim information.

Zeno Mobile App

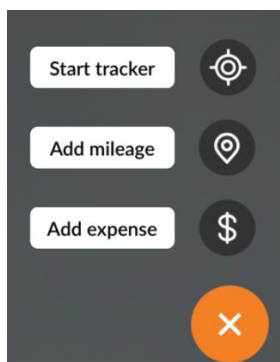
GPS tracking in the mobile app can be used to calculate or record the distance travelled for a mileage claim. The information captured is displayed on a map.

Getting Started

Once your finance team has confirmed that this option has been enabled, you'll see "My Mileage" as an option on the Expense screen:



To start a claim, tap the orange (+) button to see the available options:

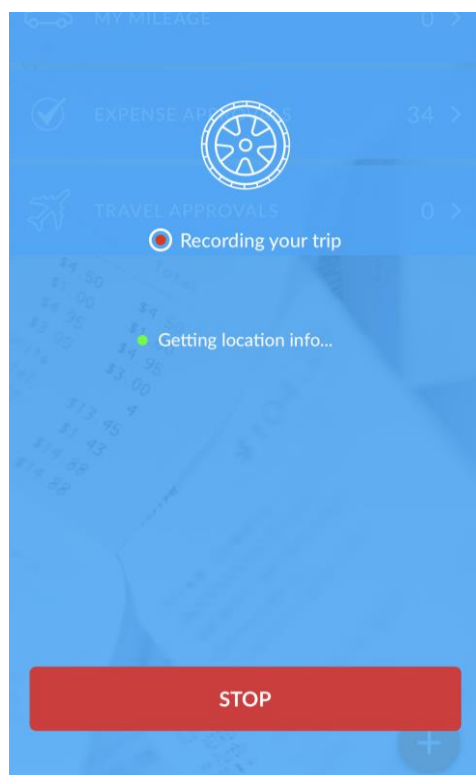


- **Start tracker** - choose this option to record a trip in real time
- **Add mileage** - choose this option to enter start and finish locations to calculate the distance travelled
- **Add expense** (existing functionality)

Start Tracker

If you tap on 'Start Tracker' you'll be able to use the live map location to track your actual route and distance travelled.

Please note: Route tracking will require Location services to be switched on while using the Zeno Mobile app.



At the beginning of your journey, 'Start' the tracker on your app. This will start recording your journey. At the end of your trip, select the 'Stop' button. Complete 'Additional Information' as required then 'Save' the claim or 'Submit' for approval directly from the app.

Add Mileage

To create a claim using the Start and End locations of your trip, tap 'Add Mileage' then the 'Use current location' option (if appropriate) to populate this field. Otherwise, begin typing the Start address and select the full address details when they appear.

Please note: Using the current location option requires Location services to be switched on while using the Zeno Mobile app.

Repeat for the End location, complete 'Additional Information' fields as required, and 'Save' or 'Submit' the claim.

The screenshot shows the 'Add mileage' form in the Zeno Mobile app. The form has a blue header with the title 'Add mileage' and a close button (X). Below the header, there are four input fields: 'Petrol Allowance', 'Start:' (with a green location pin icon), 'End:' (with a red location pin icon), and a date field showing '06 July 2020'. Below these fields is a map view showing a street map with labels for 'Helen's School Of Swimming', 'Verlan Primary School', 'Eskdale Reserve', 'Birkenhead Domain', and 'Birken Glenfield'. At the bottom of the form, there is a 'Distance' field with a unit selector set to 'km', and an 'ADDITIONAL INFORMATION' section with an upward arrow icon.

Desktop Application

The 'Mileage' Expense Type enables you to enter 'Origin' and 'Destination' locations to calculate distance travelled using GPS maps.

Add a New Mileage Claim

- Click on the button ADD EXPENSE
- Select the designated 'Mileage' Expense Type > 'Using' Map Locations
- Enter the 'Coding details'
- In the 'Expense details' section, enter the date and the address of the 'Origin' and 'Destination' locations. Once this information is entered, a map will display the distance
- Enter the other required 'Expense details'
- SAVE or SUBMIT the claim

Approving/Rejecting Mapped Mileage Claims

Alerts will appear if policies are breached. As with other expense claims, approvers need to provide a reason when returning a claim.

Cash/Other Expense

Expense Type: **Mileage**

Using: **Map Locations** | Distance Only

Expense details

Date: 2019-07-11 ✓

Origin: Central Station, Eddy Avenue, Haymarket NSW, Australia ✓

Destination: Luna Park Sydney, Olympic Dr, Milsons Point NSW, Australia ✓

Map | Satellite

Description: ABCD Conference ✓

Distance (km): 5.867 ✓

Includes home-work offset?: Yes **No** ✓

Rate: 0.840 ✓

This allowance type calculates based on the exact value(s) as selected above.

Gross amount: **4.93** ✓

#24875 - Allowances

Distance exceeds calculated distance (5.867 km)

'Includes home-work offset?' specified as not applicable (default is 1.3 km)

Approver notes: Why did you override the distance to 1000 km?

Allowance type: **Mileage**

Using: **Map Locations** | Distance Only

Expense details

Date: 2019-07-11

Origin: Central Station, Eddy Avenue, Haymarket NSW, Australia

Destination: Luna Park Sydney, Olympic Dr, Milsons Point NSW, Australia

Map | Satellite

Description: ABCD Conference

Distance (km): 1000