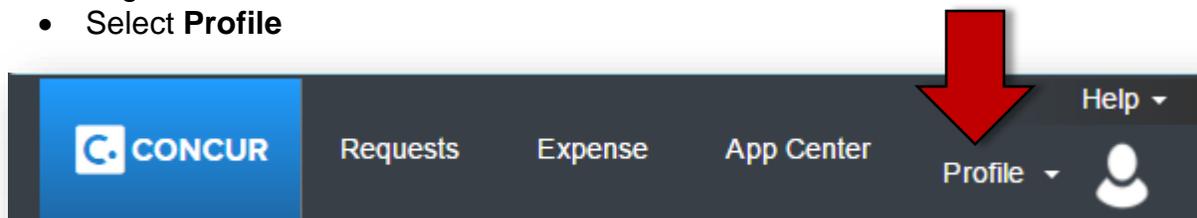




How to Create Access to Tier 1 and Tier 2 Mileage Reimbursement Rates

You **MUST** create access to the Personal Car Rate tables *PRIOR* to entering personal Car Mileage reimbursement on an expense report.

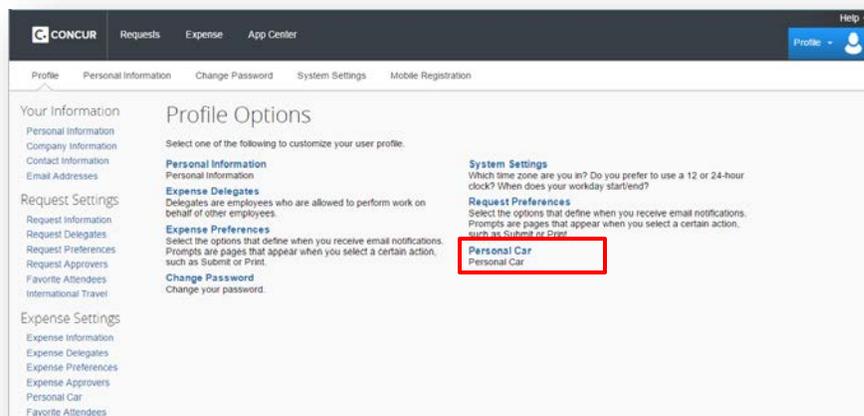
- Log in to TTE
- Select **Profile**



- Select **Profile Settings**



- Select **Personal Car**



- Select **New**

Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.
Reimbursement Method: Personal Car - Variable Rates

New Remove

<input type="checkbox"/> Vehicle ID	Vehicle Type	Active
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- Enter *Personal Car – Tier 1* in **Vehicle ID** Field
- Select **Car- Tier I** from the dropdown in Vehicle Type
- Click in the check box to make this the preferred (default) reimbursement rate.
- Click **Save**

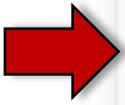
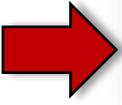
Vehicle ID:

Vehicle Type: (dropdown menu open showing: Car-Tier I, Car-Tier II, Motorcycle, Personal Aircraft)

Preferred Car

Save Cancel



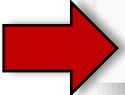
- You will now have access to the *Personal Car – Tier 1* reimbursement rate as the default when entering Personal Car Mileage on an expense report.

Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.
Reimbursement Method: Personal Car - Variable Rates

New Remove

<input type="checkbox"/> Vehicle ID	Vehicle Type	Active
<input checked="" type="checkbox"/> Personal Car - Tier I	Car-Tier I	Yes



- Click **New**

Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.
Reimbursement Method: Personal Car - Variable Rates

New Remove

<input type="checkbox"/> Vehicle ID	Vehicle Type	Active
-------------------------------------	--------------	--------

- Enter *Personal Car – Tier II* in **Vehicle ID** Field
- Select **Car- Tier II** from the dropdown in Vehicle Type
- Click **Save**

Vehicle ID:

Preferred Car

Vehicle Type:

Save Cancel

- You will now have access to both *Personal Car – Tier 1* and *Personal Car - Tier II* reimbursement rates when entering Personal Car Mileage on an expense report.

Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.
Reimbursement Method: Personal Car - Variable Rates

New Remove

<input type="checkbox"/> Vehicle ID	Vehicle Type	Active
<input type="checkbox"/> Personal Car - Tier I	Car-Tier I	Yes
<input type="checkbox"/> Personal Car - Tier II	Car-Tier II	Yes