

# Managing your Personally Owned Vehicle Miles (POV)

You will learn how to edit and add the miles you drive your personally owned vehicle for business use.

Written By: Aaron

## April 2013 Monthly Expenses

How many miles for April?

OD START

OD END

TOTAL MILES ?

How many nights were you away?

DRIVER ?

SPOUSE

Personal vehicle miles

TOTAL MILES ?

## Step 1 — Managing your Personally Owned Vehicle Miles (POV)

### April 2013 Monthly Expenses

How many miles for April?

OD START

OD END

TOTAL MILES ?

How many nights were you away?

DRIVER ?

SPOUSE

Personal vehicle miles

TOTAL MILES ?

- After clicking on a new month of expenses you are asked to fill this form out before entering any expenses in.
- Add your personally owned vehicle miles total in this section.
- ☑ Please remember that these are miles that you've driven in your personally owned vehicle, not your truck, for business purposes.
- ⓘ Don't forget to hover over the "?" next to TOTAL MILES for more information.

**Step 2**

## Expenses [CHANGE](#)

72 Miles    27 Nights    56 POV Miles [CHANGE](#)

▼

\$23.00

▼

Expense Summary	
Variable	\$2,969.94
Fixed	\$0.00
<b>Total Expenses</b>	<b>\$2,969.94</b>

[Save Month](#)

- When you want to edit or add POV miles to an already existing expense month you can easily do it by doing the following.
- Click on the link **CHANGE**, which will take you back to the previous step of managing your total miles driven in your truck, your per diem and also your personal vehicle miles.
- ⓘ Once finished editing your information simply hit **SAVE**.

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