

1. Enter:

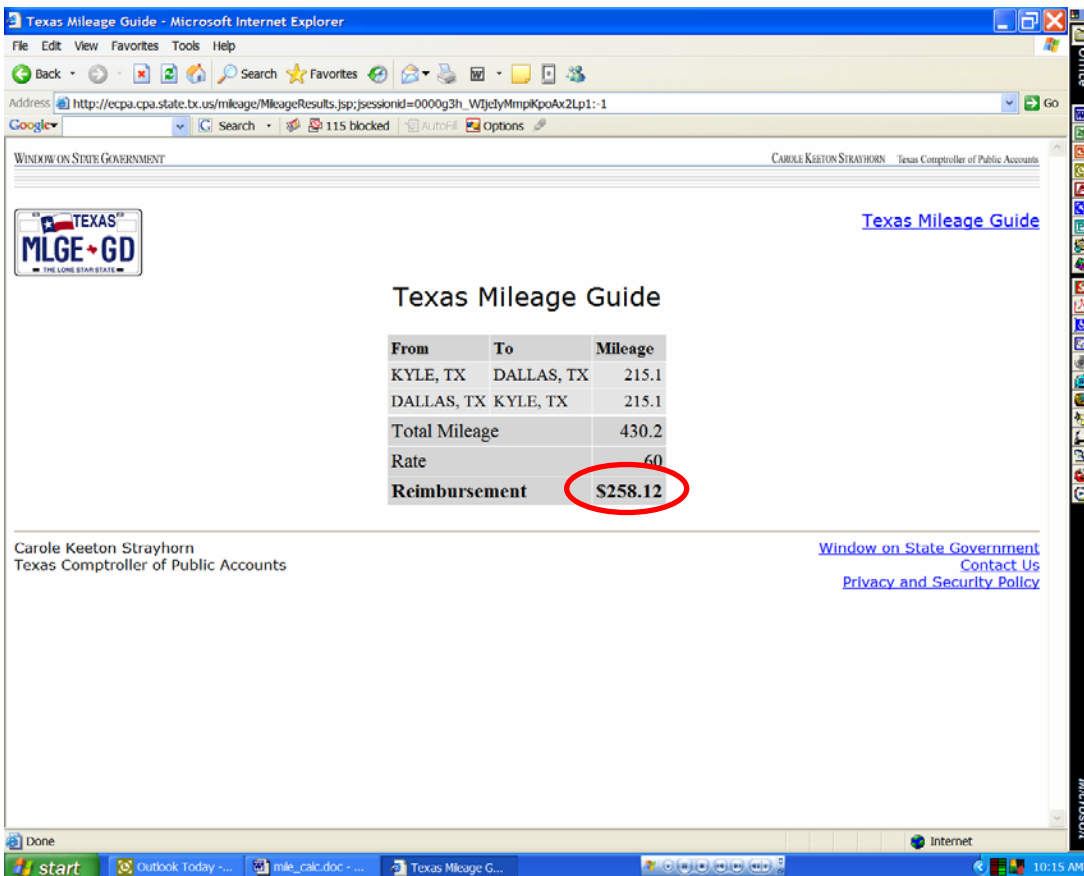
From: Kyle.

To: whatever the city name is.

To: Kyle (return trip).

2. Adjust the mileage rate to .60

3. Then click Calculate.



The travel charge will be displayed for you to use in the cost calculation on the price sheet.