



ON THE ROAD

Mileage — log a business trip

The drive to a lodge visit is a business cost. Mileage logs it against the company and the vehicle, and files it into your books.

Covers RepBud app > More > Mileage · for rep, dmc

The steps

01 Open Mileage

It lives in the app, because that is where you are when the trip happens.

02 Say what the trip is for

Pick the company, the vehicle and a note on the purpose, so the record is ready for the books rather than needing explaining later.

03 Allow location, once

RepBud asks for location to measure the trip. It is used for the distance and nothing else.

04 Start the trip

Tap once as you set off. On Android, keep RepBud on screen while you drive — tracking there runs only while the app is open.

05 Stop and check it

At the other end, stop and review before it is saved — the distance, the company and the note, with a chance to discard a trip you started by accident.

06 It lands in your books

The trip files into the accounting workspace at your per-mile or per-kilometre rate, so it reaches the year-end without being retyped.

Next: [Revenue — your accounting workspace](#)

Questions

Does it track me in the background?

On iPhone it can continue while the app is in the background. On Android it tracks only while RepBud is open on screen, which is why the screen says to keep it there.

Does RepBud know where I am the rest of the time?

No. Location is used for a trip you have started and stopped yourself. There is no passive tracking.

What rate is used?

Your own per-mile or per-kilometre rate, set in the accounting workspace, so the figure matches what you actually claim.

Can I throw away a trip I started by mistake?

Yes. The review step before saving has a discard option.

Where does the trip end up?

In Revenue, against the company you chose, so it is part of the books rather than a note somewhere else.