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**PROCUREMENT SERVICE CENTER**

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## **Step 2e - Adding Mileage Expenses** <sup>[1]</sup>

According to the PSC Procedural Statement Travel, you can request reimbursement for mileage driven in your personal vehicle while in travel status that is in excess of your normal round-trip commute to your primary work location. (Refer to Calculating Reimbursable Miles for further information.) The Mileage Calculator is a feature within Concur used to enter your reimbursable miles which may include deducting your normal round-trip commute by way of an online map.

### **Watch a Video:**

[Adding Mileage to Expense Reports](#) <sup>[2]</sup>

Or you can read the step-by-step below

### **Files:**



[sbs-step-2e-travel-recon-adding-mileage-expenses-071615.pdf](#) <sup>[3]</sup>

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**Source URL:** <http://www.cu.edu/psc/training/step-2e-adding-mileage-expenses>

### **Links:**

[1] <http://www.cu.edu/psc/training/step-2e-adding-mileage-expenses>

[2] <http://www.cu.edu/psc/adding-mileage-expense-reports>

[3] <http://www.cu.edu/sites/default/files/policies/40927-step-2e-adding-mileage-expenses/files/sbs-step-2e-travel-recon-adding-mileage-expenses-071615.pdf>