

Step-by-Step Guide

Travel Reconciliation Expense Report: Step 2e – Adding Mileage Expenses

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 examples.) 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.

The first step was to create your expense report by [completing the Report Header](#). Now it is time to add expenses to your expense report...and to add information to those expenses.

Select the *Mileage* Expense Type from the right side of your screen. (If you see a list of card expenses instead of Expense Types, first click the **New Expense** button on the left side of your screen.)

Enter the **Transaction Date** and **Purpose of Trip**.

The next three fields – **From Location**, **To Location** and **Distance** – will be filled in automatically after you use the Mileage Calculator.

Click on the **Mileage Calculator** map icon in the lower right corner of the screen. The Mileage Calculator window appears.

Waypoint A is your starting location. Enter your street address, including city, state and zip code.

Waypoint B is your destination location.

Several popular campus addresses, as well as DIA and off-airport parking areas, have been pre-loaded for your convenience. Before entering an address in a Waypoint field, press the space bar on your

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keyboard for the list of pre-loaded locations.

Once you have entered both your departure **(A)** and arrival **(B)** waypoints, click the **Calculate Route** link. Continue to add waypoints until the entire route is listed...and, to have your starting location also be your ending location, click the **Make Round Trip** link.

The map on the right illustrates a possible route that you drove. To edit your route, click on the blue route line and drag it until your actual route is marked. You may need to perform this drag-and-drop action several times to adjust your entire route.

If any of your waypoints include your home address, check the **Deduct Commute** box in the lower left corner of the window to deduct your regular work commute. You will be prompted to enter your **Home** and **Office** addresses. (The Deduct Commute area appears beneath your Waypoints – you may need to scroll up to see this area.) You only have to enter these addresses one time and they will be saved for use in your future reports. If your trip begins *and* ends at your home address, check the **Deduct Round Trip** box to deduct your round trip work commute.

Click the **Add Mileage to Expense** button.

The **From Location**, **To Location** and **Distance** fields are now populated. The distance is your reimbursable miles, which are miles driven in excess of your normal business commute. To see the whole trip, including all waypoints, open the Mileage Calculator again.

The **Amount** of your reimbursement for this expense is automatically calculated. This is based on the mileage reimbursement rate for the date of your trip.

The screenshot shows the 'New Expense' form with the following details:

- Expense Type: Mileage
- Transaction Date: 11/25/2014
- Purpose of Trip: To DIA
- From Location: 1800 Grant St, Denver, CO 802
- To Location: DEN Canopy Parking, Commer
- Distance: 18
- Amount: 9.00
- Currency: USD
- Comment field is empty.
- A 'Mileage Calculator' button is located at the bottom right.

Use the **Comment** field if you need to communicate additional information regarding this expense. Click **Save** once done.

The screenshot shows the 'Hoyer ATD ICE 2014' expense report interface. A table of expenses is displayed with the following data:

Date	Expense	Amount	Requested
11/25/2014	Mileage	\$9.00	\$9.00

The new expense entry is highlighted with a red box. A 'Recently Used' section below the table shows 'Mileage' as a recent selection.

The expense now appears on the left side of your screen.

Continue to add expenses to your expense report.

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*You have now added mileage expenses to your Travel Reconciliation expense report. Continue with **Step 2 – Adding Expenses**. There are several Step-by-Step Guides available on the [Concur Travel Reconciliation Learning Resources web page](#):*

- *Adding Travel Card Expenses*
- *Adding Out-of-Pocket Expenses*
- *Adding Lodging Expenses*
- *Adding Per Diem (Fixed Meal) Expenses*
- *Reconciling Cash Advances*

Once all expenses have been added, go on to [Step 3 – Allocating Expenses](#).