

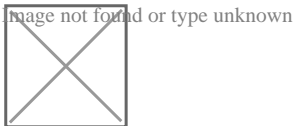
Concur Expense: Mileage Reimbursements ^[1]

You can request reimbursement for mileage driven in your personal vehicle that is more than your normal round-trip commute to your primary work location. 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.

If you need additional information on Reimbursable Mileage click [here](#) ^[2].

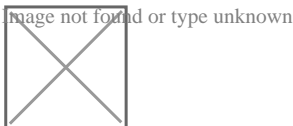
On the *Add Expense* page, click the **Create New Expense** tab.

Select the Car Mileage expense type.



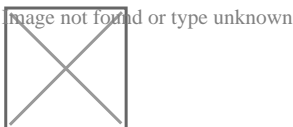
On the New Expense page, complete the required fields (marked with a red asterisk).

Enter the Transaction Date. The Transaction Date determines the mileage reimbursement rate the system will use.

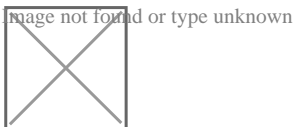


You can use the Mileage Calculator to look up the distance of your trip.

Click the Mileage Calculator link.

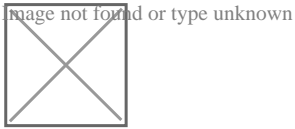


Enter the Waypoints for your trip, and Google maps will calculate the route.

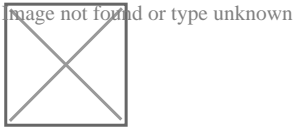


Click **Make Round Trip**. The mileage amount doubles. You can add additional waypoints to

your trip as needed.

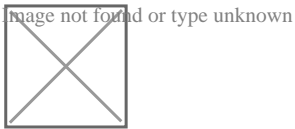


Click **Add Mileage to Expense**.



The Transaction Amount is calculated. Note that you cannot change this amount unless you modify the Total Distance or Transaction Date fields.

Click **Save Expense** to add the car mileage expense to your expense report.



Source URL: <https://www.cu.edu/psc/concur-expense-mileage-reimbursements>

Links

[1] <https://www.cu.edu/psc/concur-expense-mileage-reimbursements> [2]
<https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation>