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Concur How-to: Adding Mileage to Expense Reports III

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. 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 the video

Read the procedures

- 1. Start your trip expense report by filling in the header and clicking Save.
- 2. Click **New Expense** and select the **Mileage** Expense Type.
- 3. Enter the **Transaction Date** for the day you drove. Fill in the **Purpose of the Trip**. The next few fields will populate once you use the calculator tool, so leave them blank and click on Mileage Calculator. A popup will appear.
- 4. Enter your starting address as Waypoint A and enter your destination as Waypoint B.
 - Your recently used addresses will show as you begin typing.
 - You can also see several pre-loaded addresses including popular campus locations, DIA, and our frequently used parking areas by pressing the spacebar.
- 5. Click Calculate Route.
 - Select a route from the list and, if the route in the map still does not reflect your actual route, you can drag the blue line until it does.
 - Clicking Make Round Trip will enter Waypoint C as your return drive to Waypoint A.
- Check Deduct Commute and you'll be prompted to enter your home and office addresses. Then check the Deduct Round Trip box to adjust for your normal round-trip commute.
 - If this was a normal workday, whether or not you did go to work that day, check the Deduct Commute box
 - If it was not a normal workday, maybe a weekend, don't check the box.
- 7. Click the **Add Mileage to Expense** button. You'll notice the From Location, To Location, and Distance fields are now populated. Use the Comment field if you need to communicate any additional information. Then click **Save**.
- 8. The expense is now added to your report and reflects your calculated reimbursable miles at the current mileage reimbursement rate.
- 9. You can continue adding all your mileage expenses, separating them by the date you made the trips.

Note: To learn more about when mileage is reimbursable -- and when you should deduct a one-way or round-trip commute -- see the learning resources on the PSC website.

Groups audience:

Procurement Service Center

Source URL:https://www.cu.edu/psc/concur-how-adding-mileage-expense-reports

Links

[1] https://www.cu.edu/psc/concur-how-adding-mileage-expense-reports