

Concur How-to: Adding Mileage to Expense Reports ^[1]

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**.
 - o Your recently used addresses will show as you begin typing.
 - o 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**.
 - o 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.
 - o Clicking **Make Round Trip** will enter Waypoint C as your return drive to Waypoint A.
6. 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.
 - o If this was a normal workday, whether or not you did go to work that day, check the Deduct Commute box
 - o 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

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