Concur
Local Mileage Expense Manual

1. Log into Concur and **click Create and select Start a Report**.

3. Complete all required fields of the Header. *Required fields are marked with a red asterisk next to the field name.* Make sure the Trip Type is, **Local Mileage/Parking**. Then click **Create Report**.

4. To add mileage click **Add Expense**.

5. Select the **New Expense** tab. In the searchable field begin typing the expense type you wish to add, e.g. **Car**. Then select the Car Mileage-Local.

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6. Complete the **Transaction Date** and **Mileage Purpose** fields then select **Mileage Calculator**.

7. Add your **Waypoints** (to & from) to the Mileage Calculator and click **Make Round Trip** if it is round trip. Then click **Add Mileage to Expense**. **(If your home address is included in the waypoints see mileage scenarios on page 3 to determine how to handle.)**

8. Click **Save Expense** or **Save and Add Another**.

New Expense

Save Expense   Cancel

Show Receipt

Details   Itemizations

Mileage Calculator   Allocate

* Required field

Expense Type *		Transaction Date *	Mileage Purpose *
Car Mileage-Local	X ∨	10/15/2024	Meeting

From Location *	To Location *	Mileage Start Time	Mileage End Time
650 Clinic Dr., Mobile, AL 36688, US	MCI 1660 Springhill Avenue, Mobile, AL ...		

Distance *	Amount *	Currency	Reimbursement Rates
7	4.69	US, Dollar (USD)	USD 0.67 per mile

Comment   0/500

Save Expense   Save and Add Another   Cancel