

ADDING PERSONAL CAR MILES TO AN EXPENSE

If you use a company car, you are prohibited from submitting personal mileage reimbursement, unless due to unique circumstances.

Follow the steps below to add personal car miles for business use to an expense report.

1. Click Create New Report.

SAP Concur 🖸	Travel	Expense	Approvals	Reporting +	App Center		N C	iew Theree 🗊	Administration + Help + Profile + 💄
Manage Expenses	Processor -								
Manage Exp	pense	S							
REPORT LIBRAR	RY View	Active Repo	<u>ets</u> ~						
			NOT SUBMIT	TED 0	8/10/2022	NOT SUBMITTED	08/04/2022		
÷			Concur Tra	ining		Concur Training			
Create Ne	Report		\$739.97			\$370.34			
Displayed reports. 2, Total	2								

2. Select Out-of-Pocket Expenses from the Report Type dropdown list.

You can also add to an existing Out-of-Pocket expense report.

Create New Report					>
Report Name * Personal car Mileage		Report Date * 08/18/2022		Report Type * Out-of-Pocket Expenses	* Required field
Logical System (PE1CLNT010) Production client	0	Company *	0	Profit Center *	Ø
CC-WBS Group *	0				
Cost Object Type *	Ø	Cost Object ID *	0		
Comment					

3. Click Add Expense.



You can choose the expense type from the section lists. For this example, we will choose from *Recently Used* section.

4. Select **Personal Car Mileage** from the *Expense Type* dropdown list.

2 Available Expenses	+ Create New Expense	
Search for an exper	ise type	x
Recently Used Personal Car M	leaga	

5. Add the date the business miles were driven in the *Transaction Date* field.

	Transaction Data *		Durnass of the Trip *	
_	Transaction Date	-	Purpose of the Trip	
~	08/02/2022		Tucson office travel	
	Payment Type	_	Logical System	0
	Out-of-Pocket		(PE1CI NT010) Producti	on client

Do Not enter the From Location and To Location as this will be

added using the Mileage Calculator.

6. Click *Mileage Calculator* (if other acceptable forms of documentation are attached as support, user can enter the total miles instead of selecting the *Mileage Calculator*).



CONCUR	NEXTGEN	UI
--------	---------	----

Mileage Calculator Allocate Expense Type *	
Personal Car Mileage	~

- **7.** Enter the starting address in the A field and your ending address in the B field.
- 8. Click Calculate Route.

Vaypoints ● [19820 N 7th Avenue, Phoenix, AZ 8502] × ■ [3361 E 36th Street Trucson AZ 85713]	n.	Avoid Tells 🗍 Avoid Highways
[19820 N 7th Avenue, Phoenix, AZ 8502] [3361 E 36th Street ITucson AZ 85713]	Wa	ypoints
3361 E 36th Street Tucson AZ 85713	۲	19820 N 7th Avenue, Phoenix, AZ 8502' × 1
	•	3361 E 36th Street, Tucson AZ 85713

The personal mileage calculation appears.

- 9. Choose one of the following options:
 - a. Click Make Round Trip if you are finished



The calculated round trip mileage appears.



b. Select the personal checkbox to add additional segments that were driven for personal reasons

These miles are excluded

Ø	19820 N 7th Avenue, Phoenix, AZ 8502	×т	163.0 MI
8	3361 E 36th St, Tucson, AZ 85713, USA	×	Personal 138.4 MI
¢[19820 N 7th Avenue, Phoenix, AZ 8502'	×1	Personal

c. Click Add Mileage to Expense.



The *Distance* and the *Amount* totals appear.

Distance *	Amount	Currency	
301	188.13	US, Dollar	
Save Expense Save an	d Add Another Cancel		





10. Click Save Expense.

