

# Travel Expense Reports: **Creating Monthly In-state-mileage Reports**

Welcome to our training on creating monthly in-state-mileage travel expense reports in Concur.

Request/Trip Purpose \*

3) Research

5) Faculty Led Study Abroad

6) Student or Faculty Recruiting

7) Donor/Alumni Relations

8) In-State Mileage (Parking/Tolls)

9) Other



**8) In-State Mileage (Parking/Tolls)**

Monthly in-state-mileage reports are limited to the expenses of mileage, parking, and tolls.

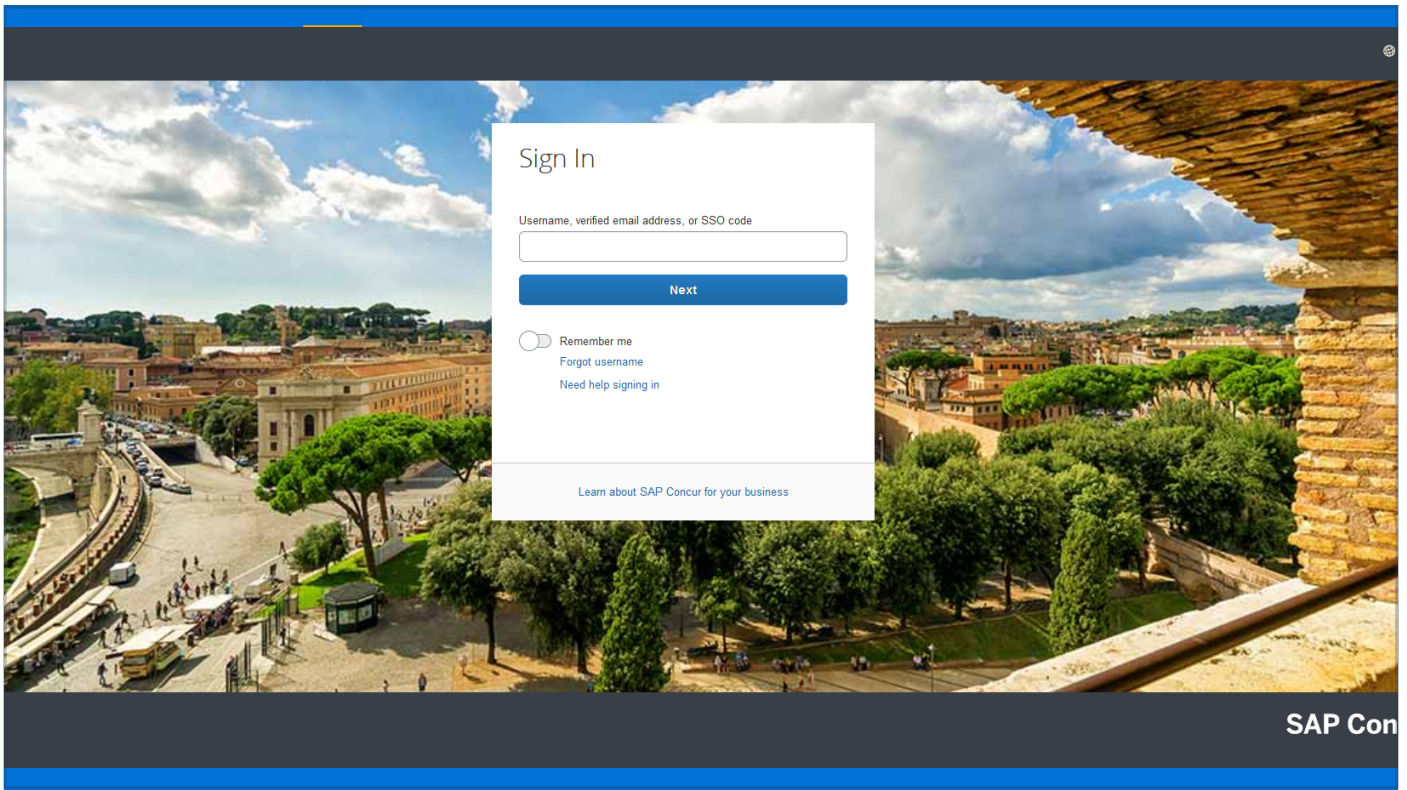
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
8	9	10	11	12	13	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Expense reports for monthly in-state-mileage should be submitted the 15th of the month following the month of expenses.



For example, all expenses from January 1st to 31st would be due by February 15th.



To begin the process of creating a monthly in-state-mileage travel expense report, log in to Concur.



+  
Start a  
Request

+  
Start a  
Report

02  
Required  
Approvals

00  
Authorization  
Requests

00  
Available  
Expenses

00  
Open  
Reports

## Company Notes

[Deployment Toolkit](#)

You can access the deployment toolkit using this link .

[Concur Training Toolkit](#)

This link will provide information to utilize the Concur Expense System.

## My Tasks

**02** Required Approvals →

Nick T. | Europe Travel Request  
\$3,000.00 — Travel

Stacy T. | Red Stapler  
\$15.00 — Expense



**00** Available Expenses →

You currently have no available expenses.

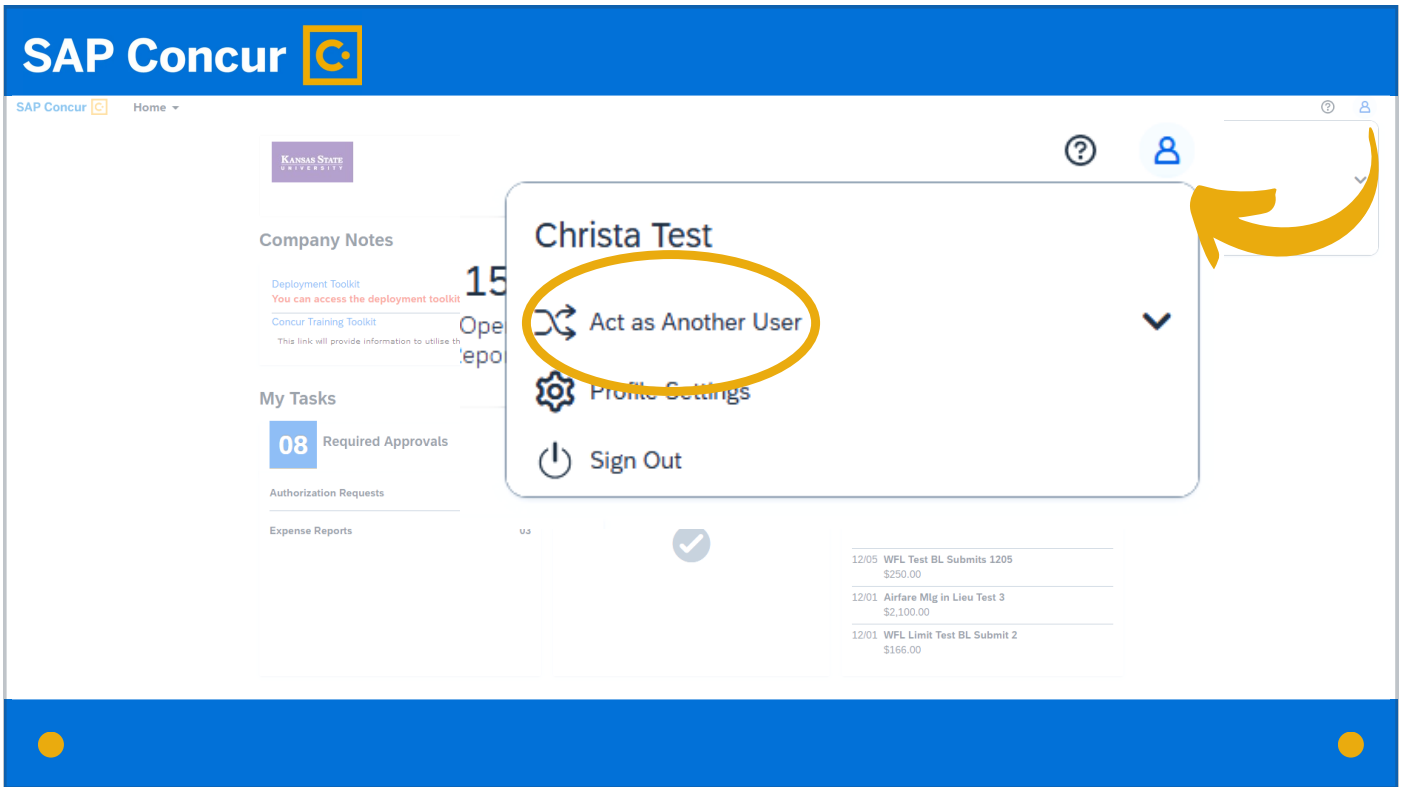


**00** Open Reports →

You currently have no open reports.



The log-in process takes you to your personal profile. If you are the traveler, this is the profile you want to use.



If you are a delegate acting on behalf of a traveler, you want to switch to that traveler's profile. Instructions on how to do this are provided in our Delegates training video.



+  
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## My Tasks

02

Required Approvals



00

Available Expenses



00

Open Reports



Nick T. | Europe Travel Request  
\$3,000.00 — Travel

Stacy T. | Red Stapler  
\$15.00 — Expense

You currently have no available expenses.



You currently have no open reports.



You are now ready to create the expense report. Click on Start a Report.



SAP Concur Expense

### Create New Report

Create From an Approved Request

\* Required field

Policy \*  
\*Travel

Report/Trip Name \*  
Report/Trip Start Date \*  
MM/DD/YYYY

Report/Trip End Date \*  
MM/DD/YYYY

Report/Trip Purpose \*  
None Selected

Trip Type \*  
None Selected

Traveler Type \*  
None Selected

Does this trip include personal travel? \*  
None Selected

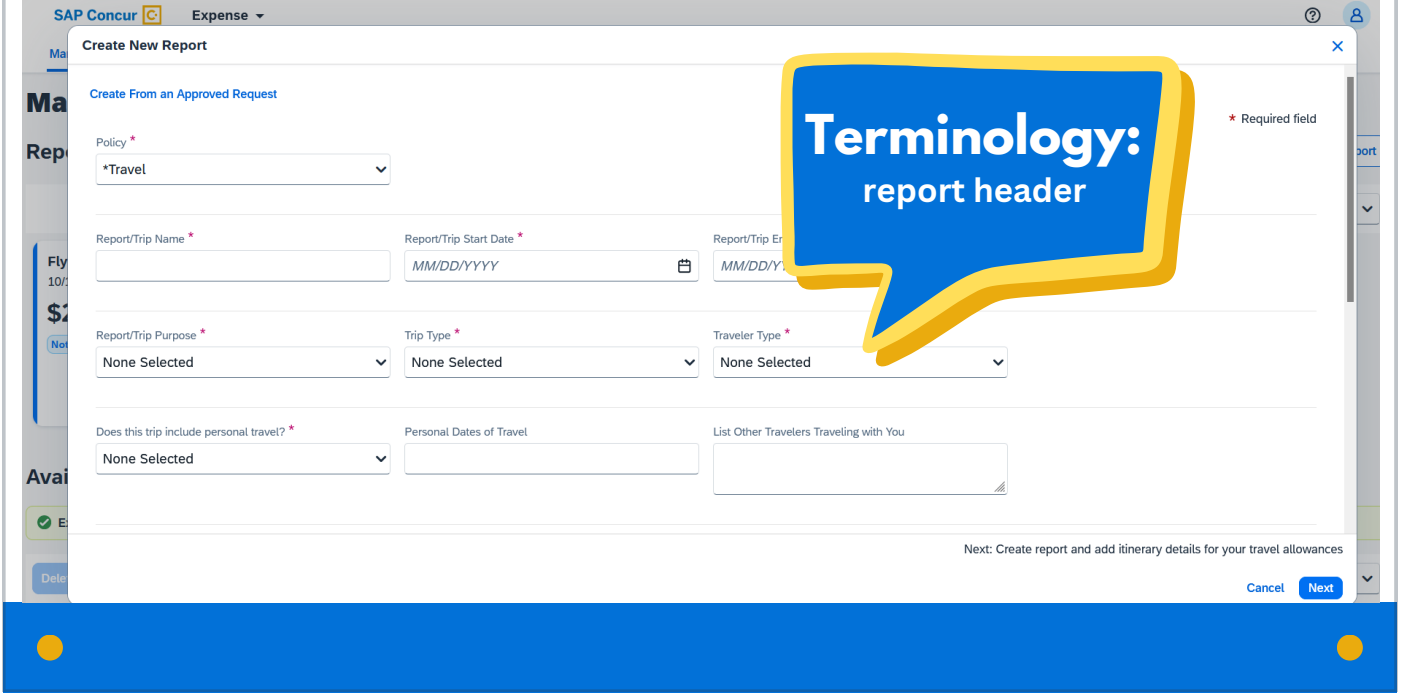
Personal Dates of Travel

List Other Travelers Traveling with You

Next: Create report and add itinerary details for your travel allowances

Cancel Next

You will see a screen that looks like this.



The screenshot shows the 'Create New Report' form in SAP Concur. A blue callout box with a yellow border points to the form fields and contains the text 'Terminology: report header'. The form includes the following fields:

- Policy \* (Dropdown menu with 'Travel' selected)
- Report/Trip Name \* (Text input field)
- Report/Trip Start Date \* (Date input field with 'MM/DD/YYYY' placeholder)
- Report/Trip End Date \* (Date input field with 'MM/DD/YYYY' placeholder)
- Report/Trip Purpose \* (Dropdown menu with 'None Selected' selected)
- Trip Type \* (Dropdown menu with 'None Selected' selected)
- Traveler Type \* (Dropdown menu with 'None Selected' selected)
- Does this trip include personal travel? \* (Dropdown menu with 'None Selected' selected)
- Personal Dates of Travel (Text input field)
- List Other Travelers Traveling with You (Text input field)

At the bottom right of the form, there is a 'Next' button and a 'Cancel' button. A note below the form reads: 'Next: Create report and add itinerary details for your travel allowances'.

Concur refers to the details on this screen as the report header.

**SAP Concur** Expense

Manage Expenses | Card Transactions | Cash Advances

**September 2023 Expense \$237.49** Copy Report Recall Report

Pending Accounts Payable | Manager Approval | Report Number: O6VDQS

Report Details | Print/Share | Manage Receipts

Report Header

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
	Out of Pocket	Personal Car Mileage		09/04/2023	\$43.23	\$43.23
	Out of Pocket	Hotel	Holiday Inn Hays, Kansas	09/02/2023	\$115.00	\$115.00 Itemized
	Out of Pocket	Personal Car Mileage		09/01/2023	\$79.26	\$79.26
					<b>\$237.49</b>	<b>\$237.49</b>

You can always get back to the report header screen to view or edit these details by clicking on the Report Details dropdown menu.

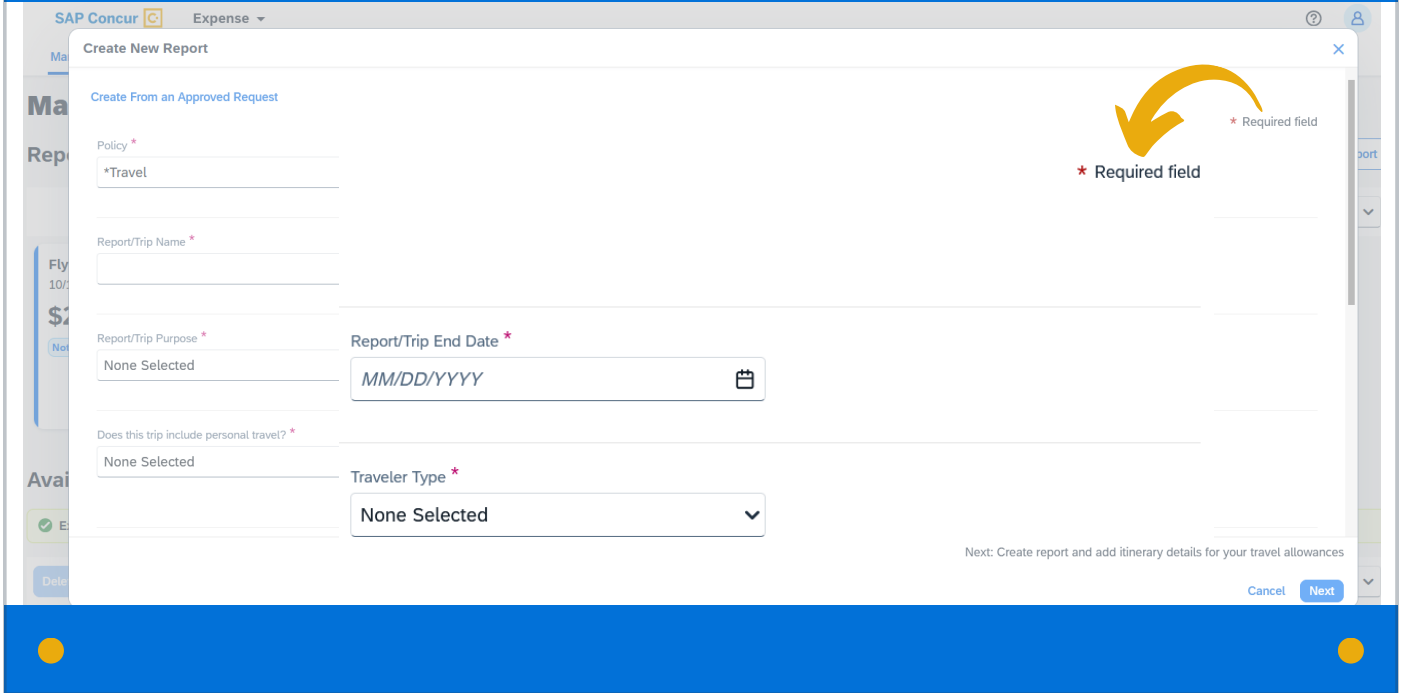
Create New Report

Create From an Approved Request

8) In-State Mileage (Parking/Tolls)



Although you will see an option at the top of the screen to create the report from an approved request, that option is not applicable to this type of expense report as monthly in-state-mileage travel does not require a request to be submitted prior to the travel.



SAP Concur Expense

### Create New Report

Create From an Approved Request

Policy \*  
\*Travel

Report/Trip Name \*

Report/Trip Purpose \*  
None Selected

Report/Trip End Date \*  
MM/DD/YYYY

Does this trip include personal travel? \*  
None Selected

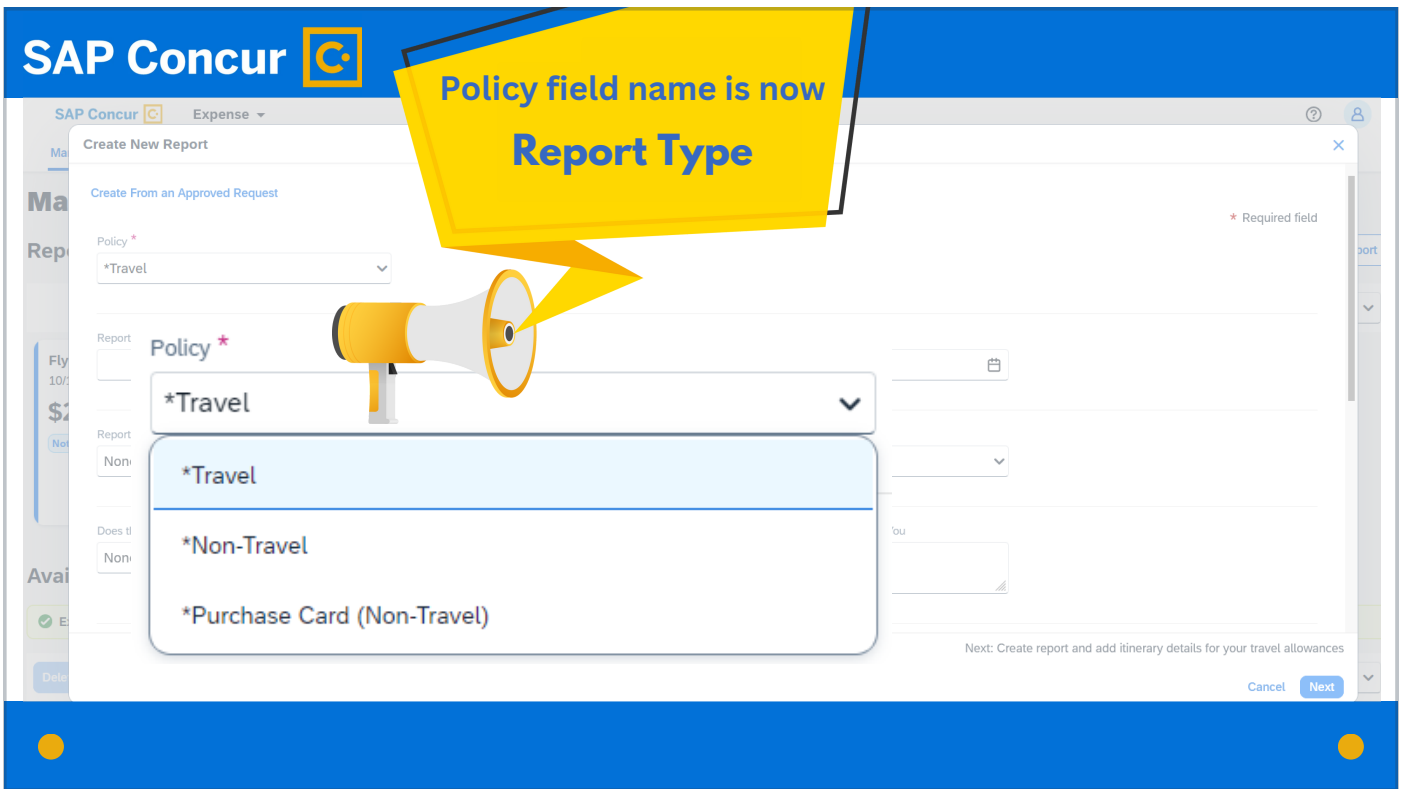
Traveler Type \*  
None Selected

\* Required field

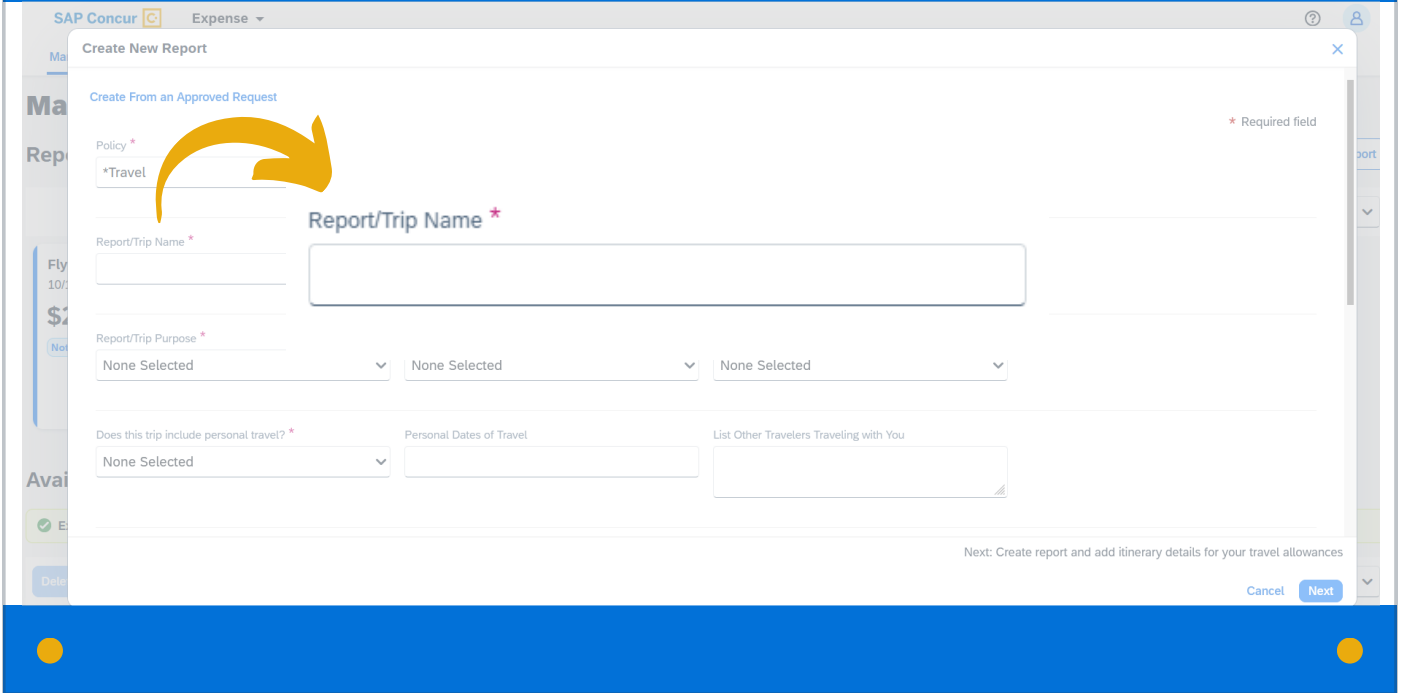
Next: Create report and add itinerary details for your travel allowances

Cancel Next

This being the case, you want to fill out the report header screen by completing all required fields (marked with the red asterisk) with the details applicable to the expense or expenses you are submitting.



The first field is the policy field. Concur uses the term policy to refer to the category of expenses—in this case, travel expenses.



SAP Concur Expense

### Create New Report

Create From an Approved Request

\* Required field

Policy \*  
\*Travel

Report/Trip Name \*

Report/Trip Purpose \*  
None Selected None Selected None Selected

Does this trip include personal travel? \*  
None Selected

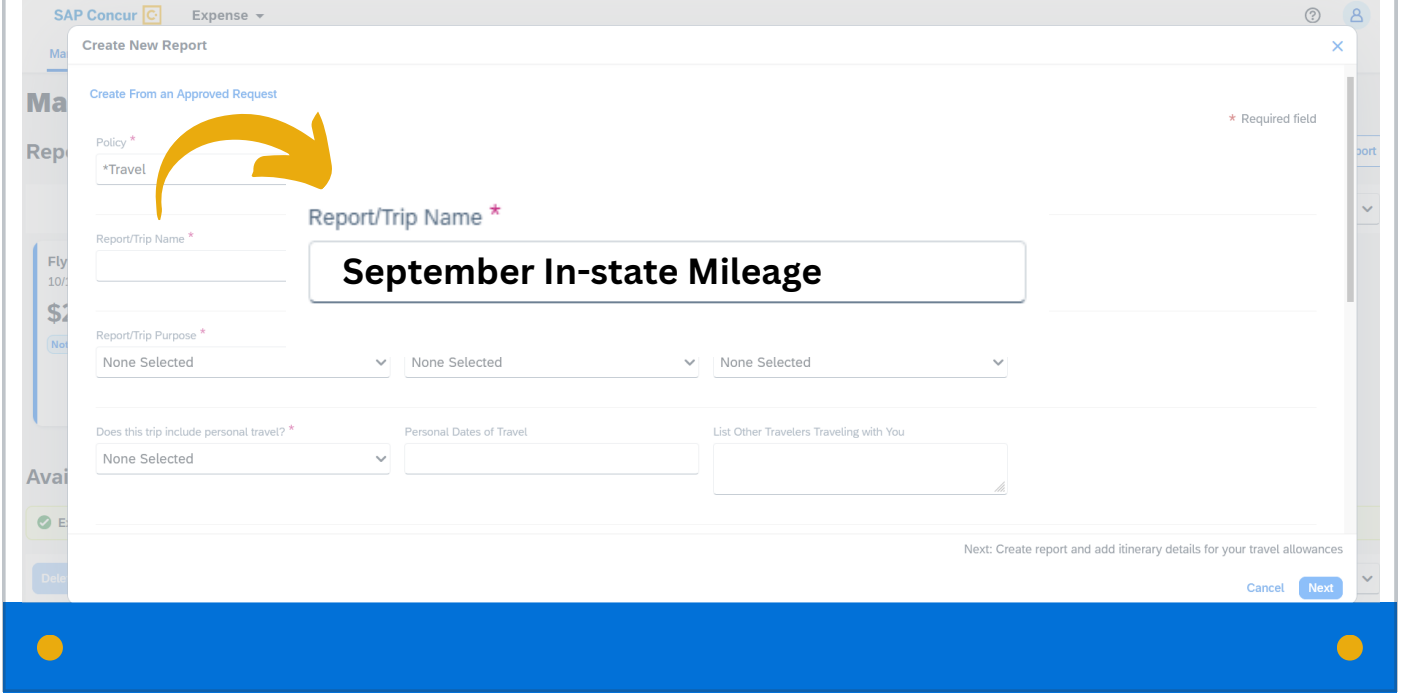
Personal Dates of Travel

List Other Travelers Traveling with You

Next: Create report and add itinerary details for your travel allowances

Cancel Next

For the Report Name field, the name of the report should identify the month and expenses you are submitting:



SAP Concur Expense

Create New Report

Create From an Approved Request

\* Required field

Policy \*  
\*Travel

Report/Trip Name \*  
**September In-state Mileage**

Report/Trip Purpose \*  
None Selected

Does this trip include personal travel? \*  
None Selected

Personal Dates of Travel

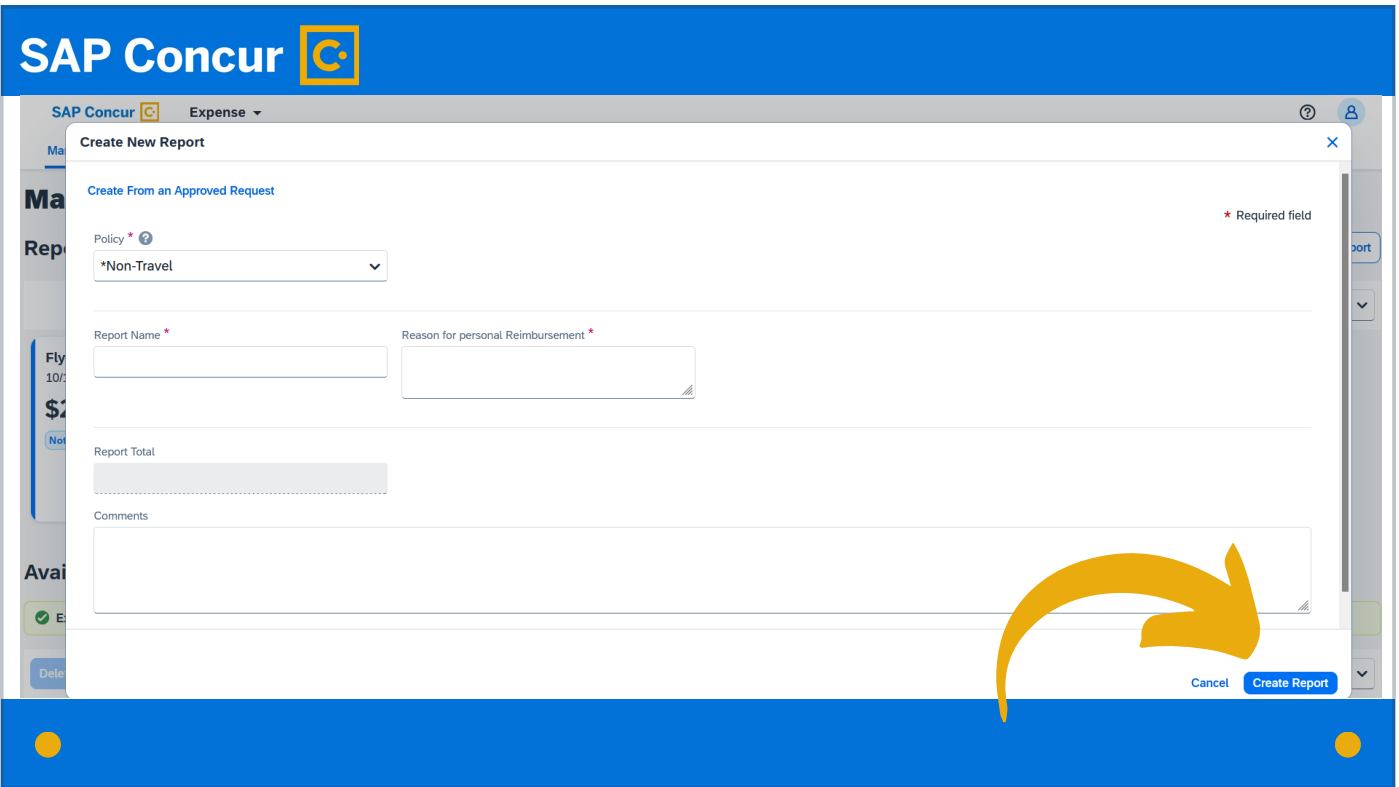
List Other Travelers Traveling with You

Next: Create report and add itinerary details for your travel allowances

Cancel Next

for example, September In-state-mileage.





When all fields are complete, click the Create Report button in the bottom right corner.

 Alerts: 3

## Seminar \$614.59

[Delete Report](#) [Copy Report](#) [Submit Report](#)


Not Submitted | Report Number: 0TFH3P

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾

[View Available Receipts](#) 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

View: [Standard](#) ▾

<input checked="" type="checkbox"/>	Alerts↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↓	Requested↓
<input checked="" type="checkbox"/>			KSU Card Feed	Undefined	AERO COACH AVAIIATION	08/20/2023	\$614.59

\$614.59

You will see a screen that will allow you to manage the report

## Online Seminar \$0.00

[Delete Report](#) [Submit Report](#)

Not Submitted | Report Number: VMTYBD

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾

[View Available Receipts](#) 

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View:  ▾



and add expenses to it.