

Travel Requests & Expense Reports: **Adding Personal Mileage**

Welcome to our training on adding personal mileage to a travel request or expense report in Concur.

Manage Requests

September Conference

Not Submitted | Request ID: 336K

[Request Details ▾](#)

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[Manage Travel Allowance ▾](#)



EXPECTED EXPENSES

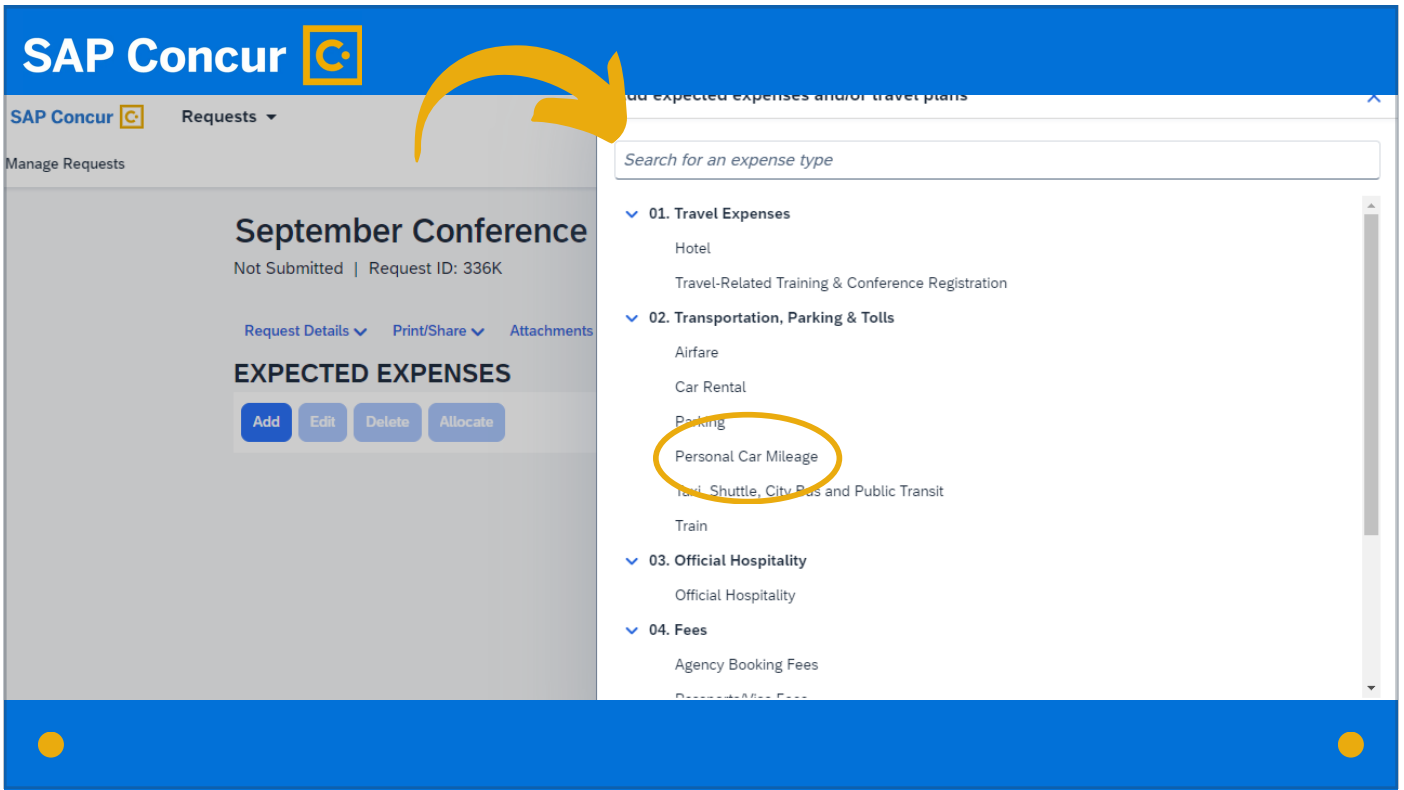
Add

Edit

Delete

Allocate

2. the option to add expenses, click on the Add button.



From the list of available expenses, search for and select personal mileage.

New Expense: Personal Car Mileage

10/12/20

Cancel Save

 Mileage Calculator

 Allocate


Request/Trip Start Date

10/12/2023

Request/Trip End Date

10/12/2023

Comment

From Location 

To Location 

Distance *

0

Transaction Amount

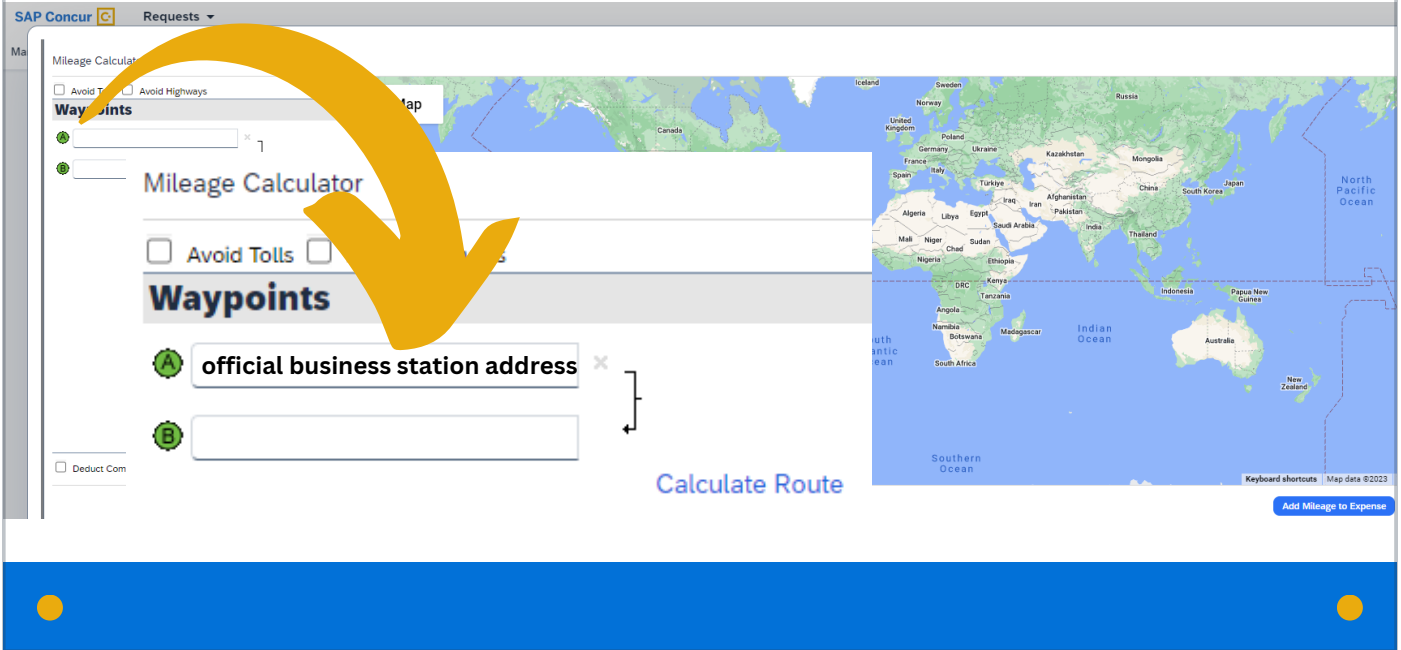
Currency

US, Dollar

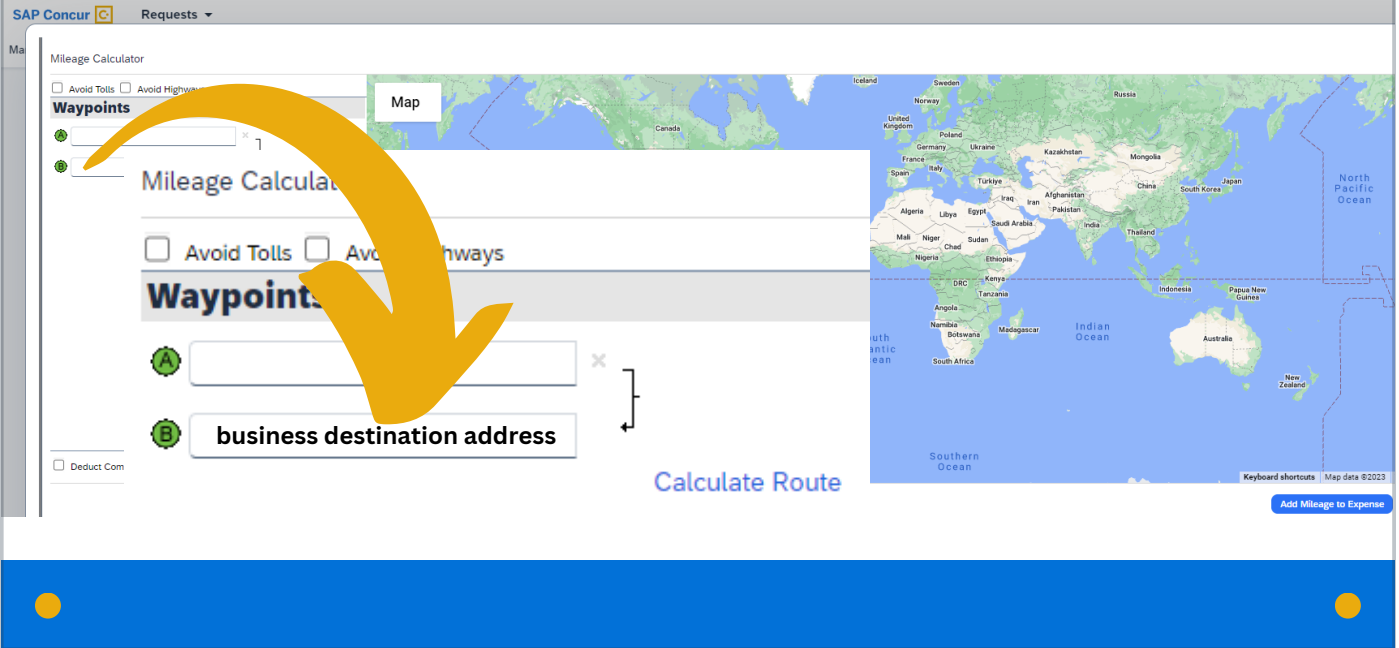
Reimbursement Rates

USD 0.655 per mile

On the next screen, click on Mileage Calculator.

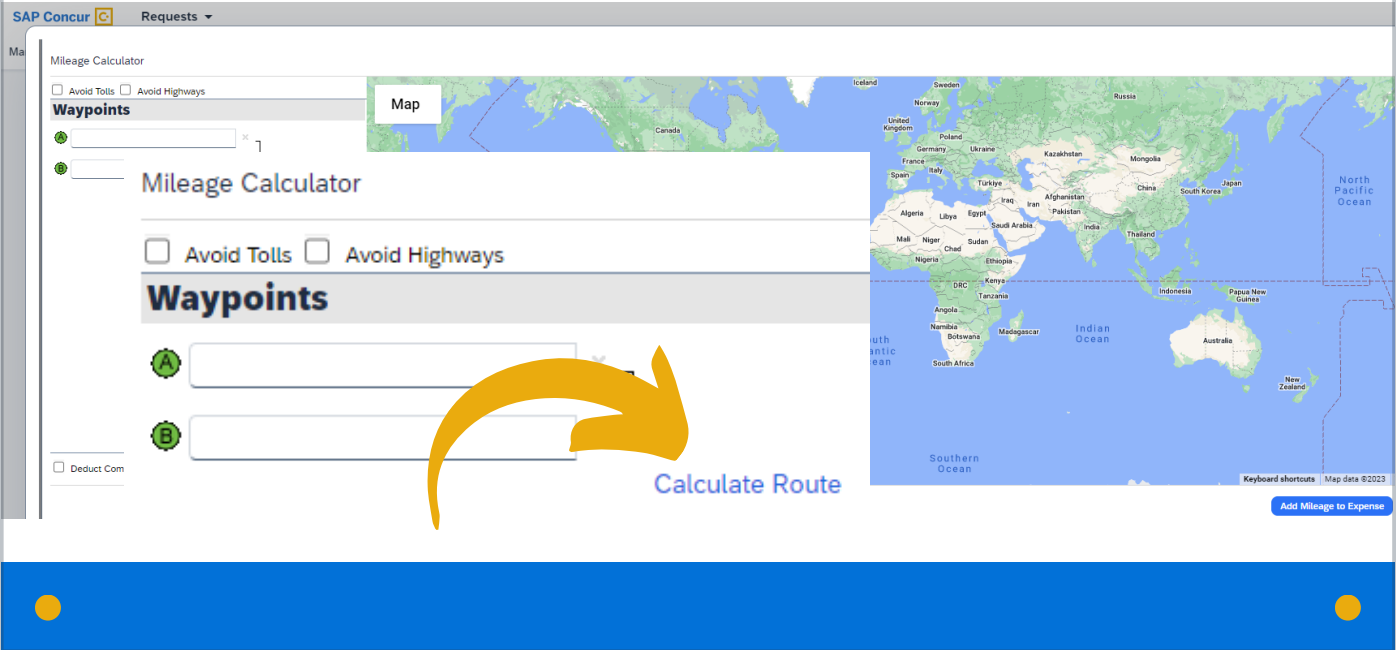


For Waypoints, point A is the address of your official business station—typically your campus address or, if you work remotely, your remote address.



The screenshot shows the SAP Concur Mileage Calculator interface. The interface includes a 'Waypoints' section with a 'Map' button, a 'Calculate Route' button, and a 'business destination address' field. A large yellow arrow points from the 'Waypoints' section to the 'business destination address' field.

Point B is the address of the destination you are traveling to for university business.



The screenshot displays the SAP Concur Mileage Calculator interface. At the top, there is a 'Map' button. Below it, the 'Waypoints' section contains two input fields, the first labeled 'A' and the second labeled 'B'. To the right of these fields is a large yellow arrow pointing towards the 'Calculate Route' button. Above the waypoints, there are checkboxes for 'Avoid Tolls' and 'Avoid Highways'. The background of the interface is a world map. At the bottom right, there is a 'Calculate Route' button and a smaller 'Add Mileage to Expense' button.

Once both points are entered into their fields, click Calculate Route.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoint

Ksu Found 23 Anders x } 60.5 MI
 Personal
 601 NW Hw 658 x }

Calculate Route Make Round Trip

Directions

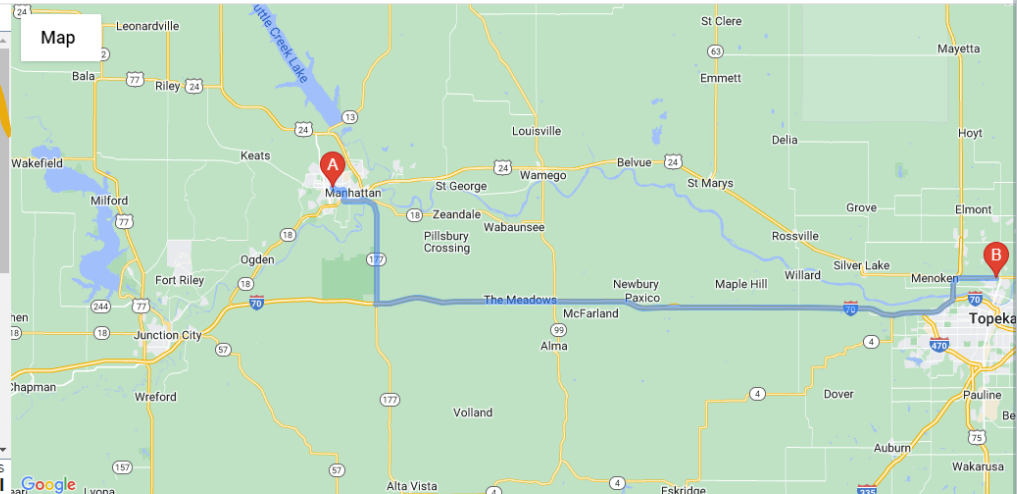
Suggested routes:
I-70 E 60.6 mi. About 59 mins
US-24 E 53.8 mi. About 1 hour 6 mins

2323 Anderson Ave, Manhattan, KS 66502, USA
60.6 mi. About 59 mins

1. Head southeast	69 ft
2. Turn left toward Anderson Ave	289 ft
3. Turn right onto Anderson Ave	0.9 mi
4. Turn right onto N M.L.K. Jr. Dr	0.8 mi

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	60.5 MI



On the next screen, you can add additional locations

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- Ksu Foundation Center, 2323 Anders
- 601 NW Hwy 24 Rd, Topeka, KS 666

[Calculate Route](#) [Make Round Trip](#)

Directions

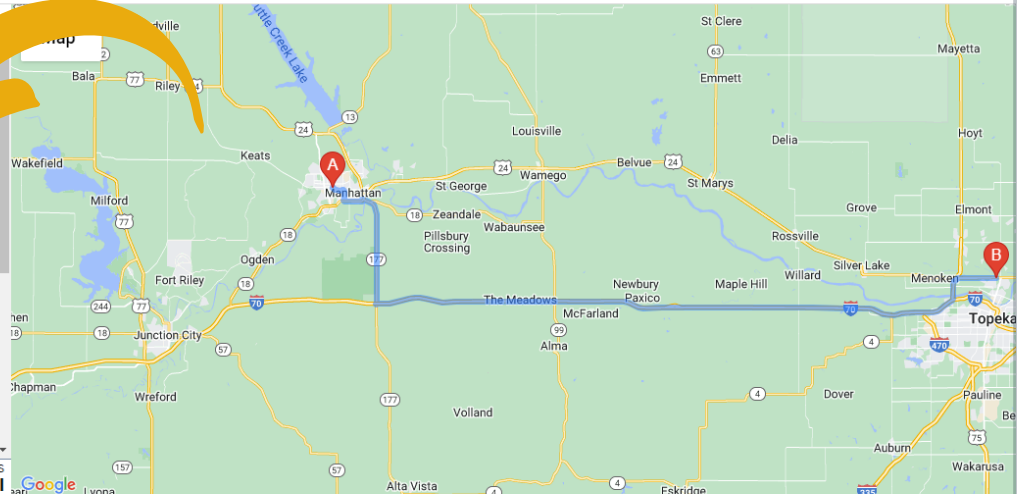
Suggested routes:
I-70 E 60.6 mi. About 59 mins
US-24 E 53.8 mi. About 1 hour 6 mins

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Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	60.5 MI





make the trip round trip

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

 Ksu Foundation Center, 2323 Anders Personal } 60.5 MI

 601 NW Hwy 24 Rd., Topeka, KS 666 Personal } 60.5 MI

[Calculate Route](#) [Make Round Trip](#)

Directions

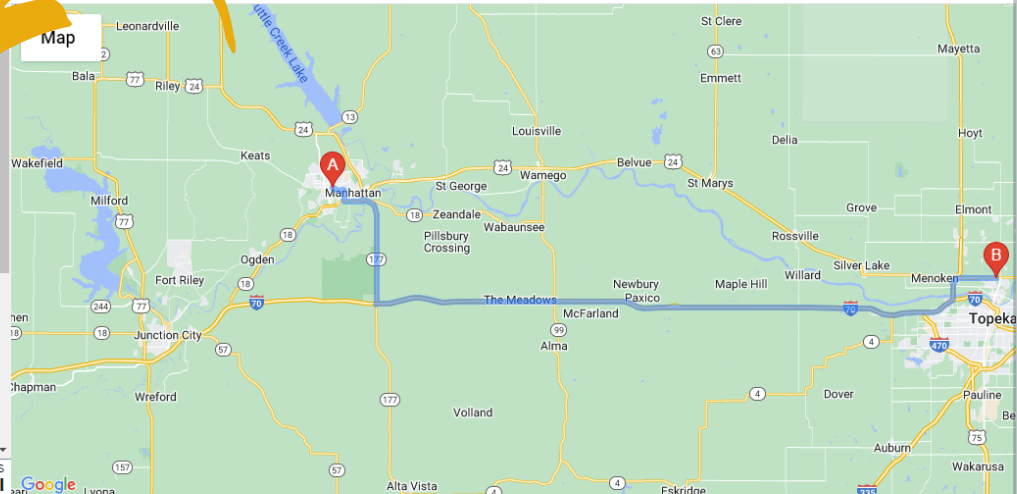
Suggested routes:
I-70 E 60.6 mi. About 59 mins
US-24 E 53.8 mi. About 1 hour 6 mins

2323 Anderson Ave, Manhattan, KS 66502, USA
60.6 mi. About 59 mins

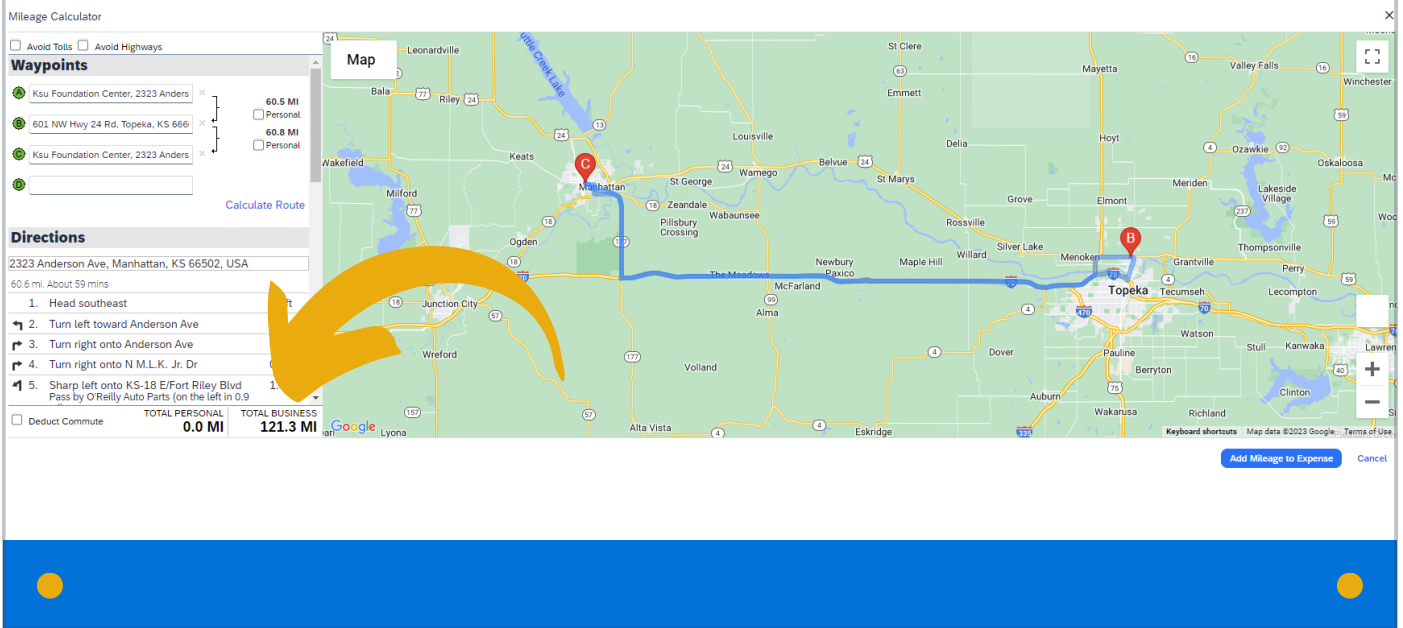
1. Head southeast	69 ft
2. Turn left toward Anderson Ave	289 ft
3. Turn right onto Anderson Ave	0.9 mi
4. Turn right onto N M.L.K. Jr. Dr	0.8 mi

Deduct Commute

TOTAL PERSONAL	0.0 MI	TOTAL BUSINESS	60.5 MI
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or indicate that some of the miles traveled are personal and not reimbursable.



Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- Ksu Foundation Center, 2323 Anders 60.5 MI Personal
- 601 NW Hwy 24 Rd, Topeka, KS 666 60.8 MI Personal
- Ksu Foundation Center, 2323 Anders 60.5 MI Personal

Calculate Route

Directions

2323 Anderson Ave, Manhattan, KS 66502, USA

60.6 mi. About 59 mins

1. Head southeast
2. Turn left toward Anderson Ave
3. Turn right onto Anderson Ave
4. Turn right onto N M.L.K. Jr. Dr
5. Sharp left onto KS-18 E/Fort Riley Blvd Pass by O'Reilly Auto Parts (on the left in 0.9

<input type="checkbox"/> Deduct Commute	TOTAL PERSONAL	TOTAL BUSINESS
	0.0 MI	121.3 MI

[Add Mileage to Expense](#) [Cancel](#)

When all destinations are added and round trip or personal miles is selected, if applicable, the total number of business miles will show at the bottom of the screen.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- Ksu Foundation Center, 2323 Anders 60.5 MI Personal
- 601 NW Hwy 24 Rd, Topeka, KS 666 60.8 MI Personal
- Ksu Foundation Center, 2323 Anders 60.5 MI Personal

[Calculate Route](#)

Directions

2323 Anderson Ave, Manhattan, KS 66502, USA

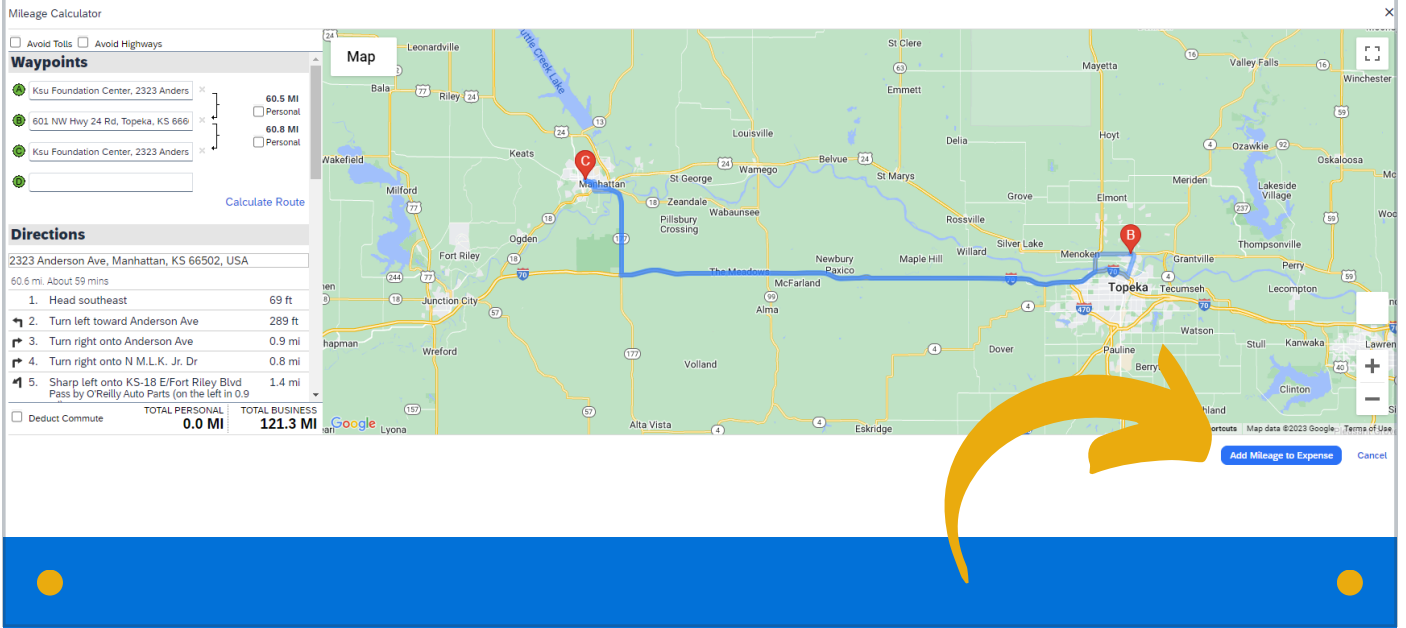
60.6 mi. About 59 mins

1. Head southeast 69 ft
2. Turn left toward Anderson Ave 289 ft
3. Turn right onto Anderson Ave 0.9 mi
4. Turn right onto N M.L.K. Jr. Dr 0.8 mi
5. Sharp left onto KS-18 E/Fort Riley Blvd Pass by O'Reilly Auto Parts (on the left in 0.9

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	121.3 MI

[Add Mileage to Expense](#) [Cancel](#)



Click on the Add Mileage to Expense button at the bottom right of the screen.

Manage Requests

New Expense: Personal Car Mileage \$79.26

Cancel **Save**

 [Mileage Calculator](#)

 [Allocate](#)

Request/Trip Start Date

10/12/2023

Request/Trip End Date

10/12/2023

Comment

From Location 

Ksu Foundati ... hattan, KS 66502, USA

To Location 

601 NW Hwy 24 Rd, Topeka, KS 66608, USA

Distance *

121

Transaction Amount

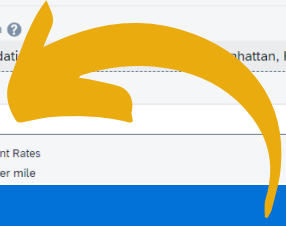
79.26

Currency

US, Dollar

Reimbursement Rates

USD 0.655 per mile



You will then see the details of the mileage. The Distance field can be adjusted slightly if necessary (which causes the Transaction Amount to recalculate).

Manage Requests

New Expense: Personal Car Mileage \$79.26

10/12/2023

Cancel **Save**

 [Mileage Calculator](#)

 [Allocate](#)


Request/Trip Start Date

10/12/2023

Request/Trip End Date

10/12/2023

Comment

From Location 

Ksu Foundation Center, 2323 Anderson Ave, Manhattan, KS 66502, USA

To Location 

601 NW Hwy 24 Rd, Topeka, KS 66608, USA

Distance *

121

Transaction Amount

79.26

Currency

US, Dollar

Reimbursement Rates

USD 0.655 per mile



Click the save button at the top right of the screen.

Training in Topeka \$79.26

Not Submitted | Request ID: 336M

[Copy Request](#)

[Submit Request](#)

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#) ▾ [Manage Travel Allowance](#) ▾

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Expense type↑	Details↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	Personal Car Mileage	Ksu Foundation Center, 2323 Anderson Ave, Manhattan, KS 66502, USA - 601 NW Hwy 24 Rd, Topeka, KS 66608, USA	10/12/2023	\$79.26	\$79.26
					\$79.26

Your mileage has now been added to the request or report.