Welcome to our training on adding personal mileage to a travel request or expense report in Concur.
2. The option to add expenses, click on the Add button.
From the list of available expenses, search for and select personal mileage.
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.
Point B is the address of the destination you are traveling to for university business.
Once both points are entered into their fields, click Calculate Route.
On the next screen, you can add additional locations
make the trip round trip
or indicate that some of the miles traveled are personal and not reimbursable.
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.
Click on the Add Mileage to Expense button at the bottom right of the screen.
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).
Click the save button at the top right of the screen.
Your mileage has now been added to the request or report.