



Personal Car Mileage, Local and Callback Mileage in Concur

DATE OF LAST UPDATE

August 24, 2022

LAST UPDATED BY

Bethany Rapp

STEP	ACTIVITY
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Part 1 - Adding your Personal Car into Concur (before creating a request)

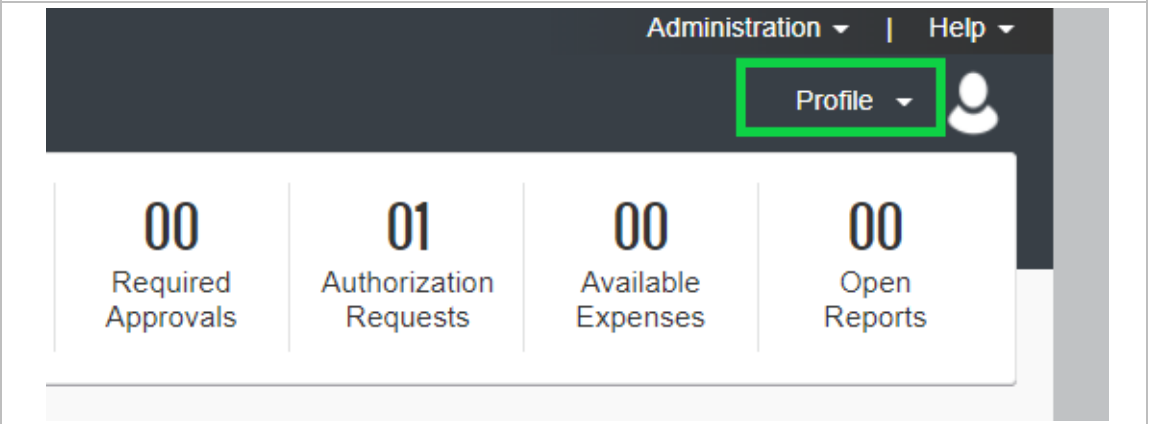
Part 2- Creating a Request for Local and Callback Mileage (before traveling)

Part 3- Creating an Expense Report for Local and Callback Mileage (after traveling)

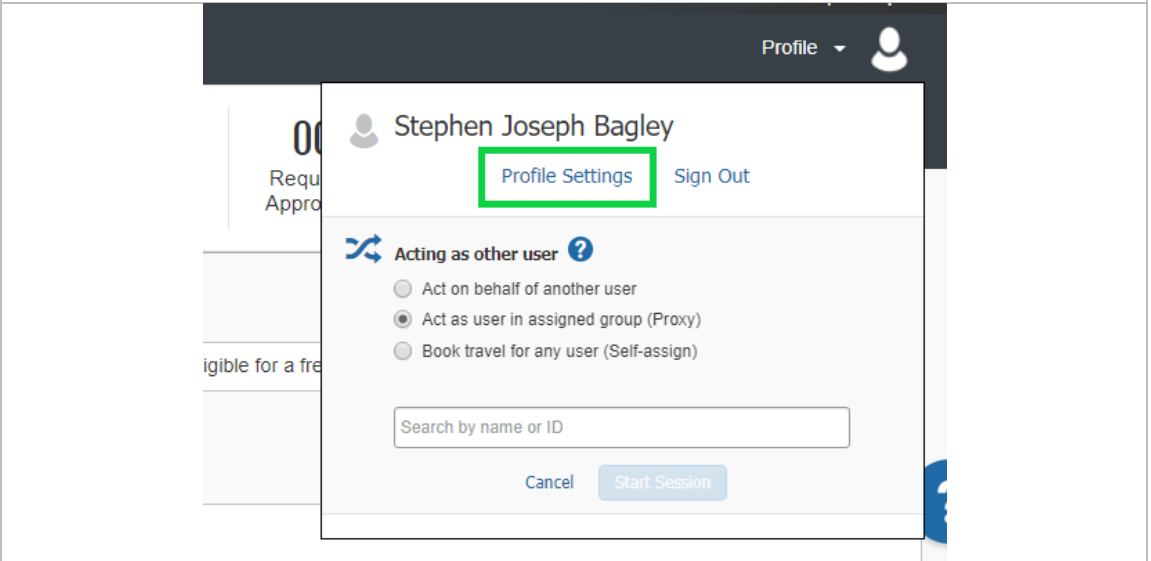
Part 1	Adding your Personal Car into Concur (before creating a request)
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To use Personal Car Mileage in Concur, you must first add your car to your profile.

Choose **"Profile"** in the upper right hand corner.

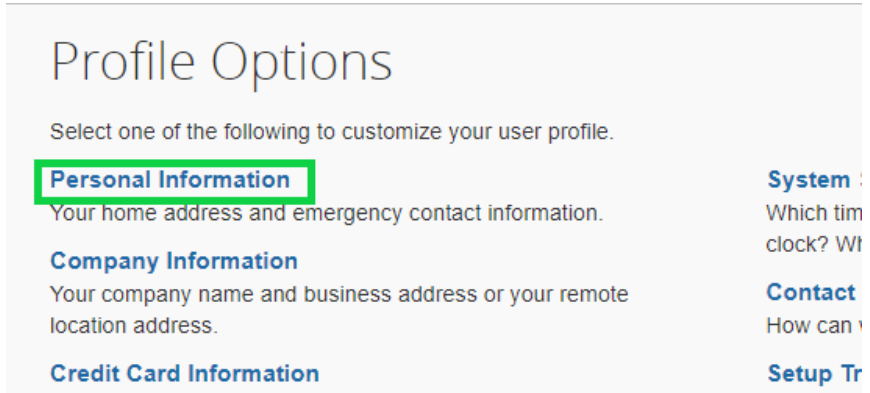


The select **"Profile Settings."**



This will open the "Profile Options" screen.

Select "Personal information."



The screenshot shows the "Profile Options" page. At the top, it says "Select one of the following to customize your user profile." Below this are four main categories: "Personal Information" (highlighted with a green box), "Company Information", "Credit Card Information", and "System Information". To the right of these categories are three sub-sections: "System Information" (with the text "Which time zone? Which clock? Which..."), "Contact Information" (with the text "How can I..."), and "Setup Tr...".

On the left side of the screen there is a list of different items in blue.

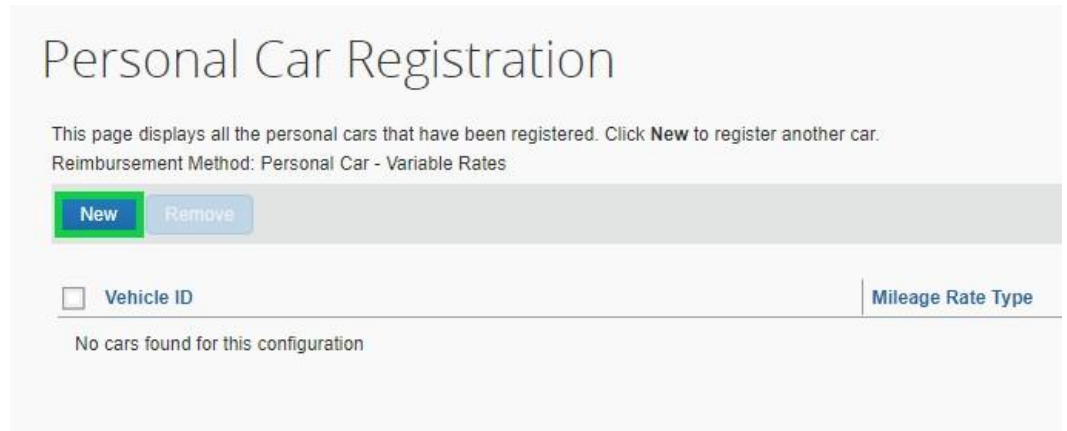
Scroll down until you see the header that reads "Expense Settings."

Under the Expense Settings header select "Personal Car."



The screenshot shows the "Expense Settings" menu. It lists several options: "Expense Information", "Expense Delegates", "Expense Preferences", "Expense Approvers", "Personal Car" (highlighted with a green box), and "Favorite Attendees".

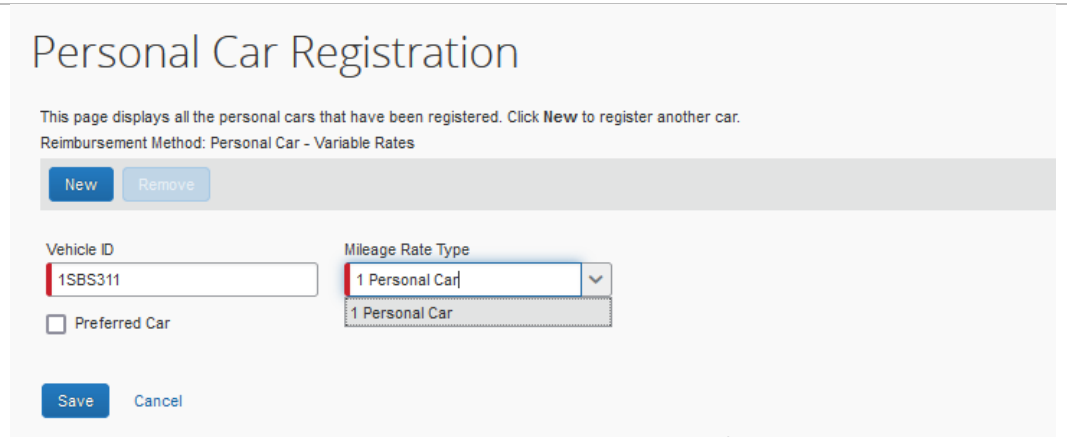
Click "New."



The screenshot shows the "Personal Car Registration" page. It has a title "Personal Car Registration" and a subtitle "This page displays all the personal cars that have been registered. Click **New** to register another car." Below the subtitle is the text "Reimbursement Method: Personal Car - Variable Rates". There are two buttons: "New" (highlighted with a green box) and "Remove". Below the buttons is a table with two columns: "Vehicle ID" and "Mileage Rate Type". The table is currently empty, with the text "No cars found for this configuration" below it.

Under Vehicle ID, type in your license plate number.

Under **Mileage Rate Type** select "Personal Car."



The screenshot shows the "Personal Car Registration" form. It has a title "Personal Car Registration" and a subtitle "This page displays all the personal cars that have been registered. Click **New** to register another car." Below the subtitle is the text "Reimbursement Method: Personal Car - Variable Rates". There are two buttons: "New" and "Remove". Below the buttons is a form with two fields: "Vehicle ID" (with the text "1SBS311" entered) and "Mileage Rate Type" (with a dropdown menu showing "1 Personal Car" selected). Below the form is a checkbox labeled "Preferred Car" and two buttons: "Save" and "Cancel".

You will now see your car appear under "Vehicle ID." "Personal Car" will appear listed under "Mileage rate Type."

Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.
Reimbursement Method: Personal Car - Variable Rates

New **Remove**

<input type="checkbox"/> Vehicle ID	Mileage Rate Type	Active
<input type="checkbox"/> 8PAM778	1 Personal Car	Yes
<input type="checkbox"/> 1SBS311	1 Personal Car	Yes

Part 2

Creating a Request for Local and Callback Mileage (before traveling)

Now that you've successfully added your car, select "Requests" in the upper black toolbar.

SAP Concur **Requests** Travel Expense Approvals Reports

Profile Personal Information System Settings Concur Mobile Registration

Your Information
 Personal Information
 Company Information
 Contact Information
 Email Addresses
 Emergency Contact
 Credit Cards

Travel Settings
 Travel Preferences

Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.
Reimbursement Method: Personal Car - Variable Rates

New **Remove**

Vehicle ID
 Steve's Old Car

Choose "Create New Request."

SAP Concur **Requests** Travel Expense Approvals Reports

Manage Requests Process Requests

Manage Requests

REQUEST LIBRARY View Active Requests

+ Create New Request

NOT SUBMITTED

Class Coverage Test

\$765.00

This will open the **"Request Header"** screen.

A. Under **request/trip name**, create a title that refers to local mileage.

B. If you will be frequently traveling for HSU business, it's suggested that your **travel start date** and **end date** encompass the entire semester or year. You'll only have to get request approval once. You can create multiple expense reports off this single request.

C. Under **trip purpose** choose **"Mileage/ Parking Only."**

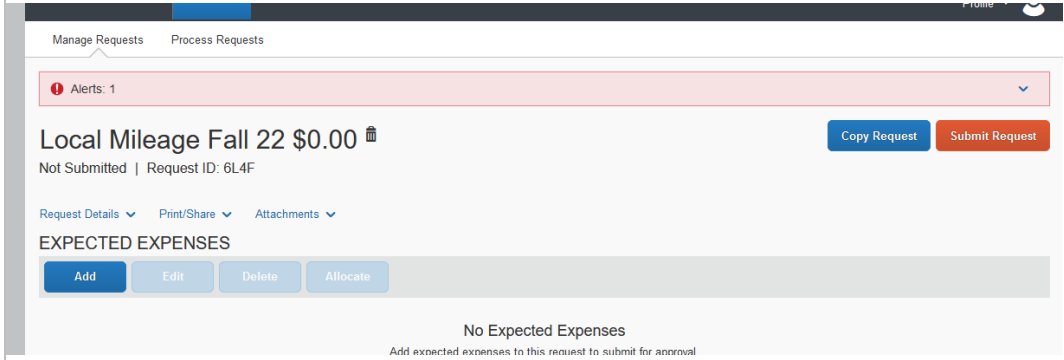
D. Under the **comments** section provide a brief description about the purpose of your local travel.

When the fields have been completed, click **save** in the upper right.

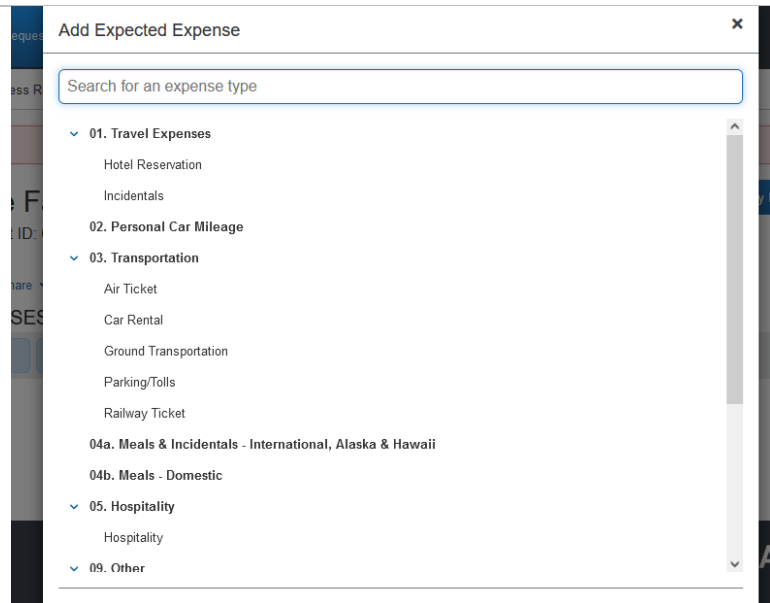
The screenshot shows a web form titled "Create New Request" with a close button (X) in the top right corner. The form contains several sections of input fields:

- Request Policy:** A dropdown menu with the selected value "*CSU-Request Policy".
- Request/Trip Name:** A text input field containing "Local Mileage Fall 22".
- Trip Type:** A dropdown menu with the selected value "1-In-State".
- Travel Start Date:** A date input field with a calendar icon, containing "08/08/2022".
- Travel End Date:** A date input field with a calendar icon, containing "12/31/2022".
- Traveler Type:** A dropdown menu with the selected value "Staff".
- Trip Purpose:** A dropdown menu with the selected value "Mileage/ Parking Only".
- If Faculty, is class covered?:** A dropdown menu with a search icon and the text "Search by Text".
- Personal Dates of Travel-if none enter NA:** A text input field containing "NA".
- Destination City/State:** A dropdown menu with "US" selected and a text input field containing "Arcata, California".
- Final Destination Country:** A dropdown menu with the selected value "UNITED STATES (US)".
- Are you traveling to a banned state?:** A dropdown menu with the selected value "No".
- Are you traveling with students?:** A dropdown menu with the selected value "None Selected".
- Business Unit:** A dropdown menu with the selected value "(HMCMP) HMCMP - Humboldt State Univ ...".

Inside of your Request, click the blue **"Add"** to add your expected mileage expenses.



Select **"02. Personal Car Mileage"** from the list of expected expenses.



Add in the distance you expect to travel throughout the range of your **travel start** and **end date**.

Use the **comment** section to add details about the purpose of your travel.

Click **“Save”** when done.

New Expense: 02. Personal Car Mileage
08/08/2022

Allocate

Travel Start Date: 08/08/2022

Travel End Date: 12/31/2022

Distance*: 100

Mileage Rate*: 0.625

Amount - Will automatically calculate when you hit save.

Currency: US, Dollar

Comments To/From Approvers/Processors

Save Cancel

You will see the **Personal Car Mileage** expense show up on the left side of the screen, along with the dollar amount you can expect to receive.

The dollar amount is automatically calculated by multiplying expected travel distance by the mileage reimbursement rate of 0.625.

Local Mileage Fall 22 \$62.50
Not Submitted | Request ID: 6L4F

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

Expense type	Details	Date	Amount	Requested
02. Personal Car Mileage		08/08/2022	\$62.50	\$62.50
				\$62.50

Copy Request Submit Request

Click **“Submit Request”** in the upper right hand corner.

Your request will be reviewed by the Cost Object Approver in your area and your Supervisor.

Once it's approved, you can begin creating Expense Reports for reimbursements.

Local Mileage Fall 22 \$62.50
Not Submitted | Request ID: 6L4F

Request Details Print/Share Attachments

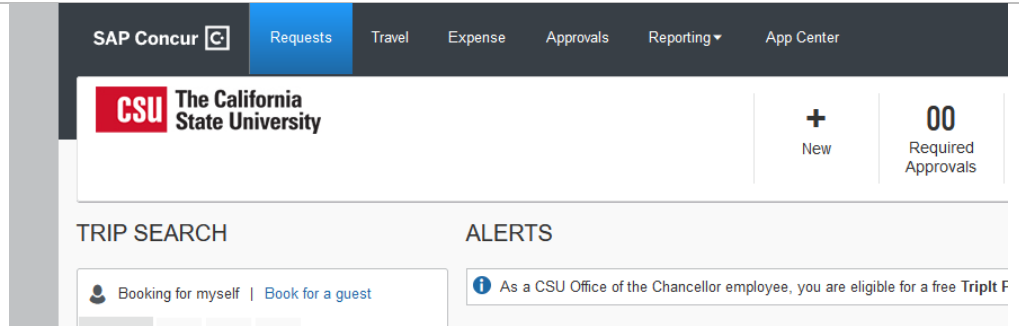
EXPECTED EXPENSES

Part 3

Creating an Expense Report for Local and Callback Mileage (after traveling)

Creating and Submitting an expense report for local mileage allows you to receive a reimbursement for out of pocket costs associated with using your personal car.

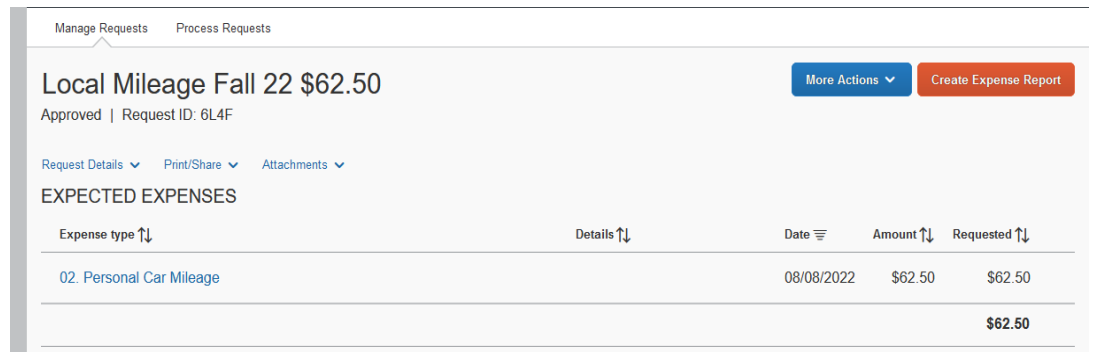
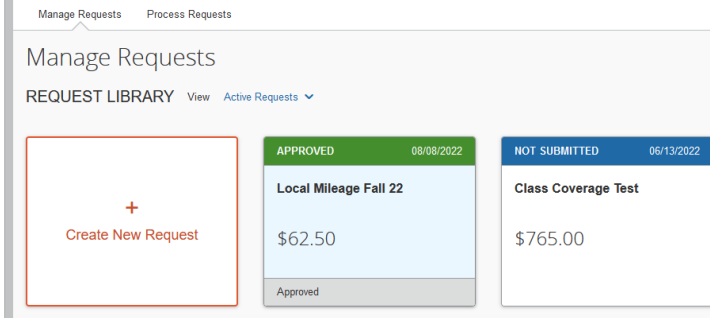
To create an expense report, begin by selecting **“Requests”** in the upper black toolbar.



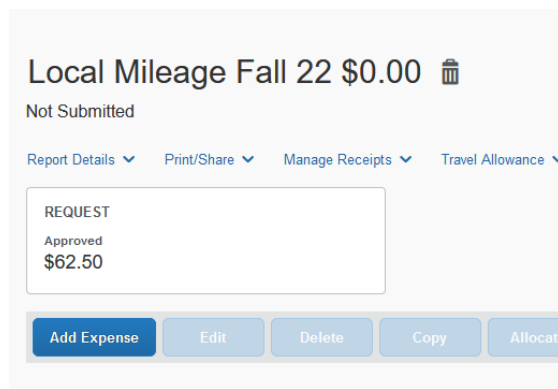
Find your approved trip Request.

Click into your approved Request, then click **“Create Expense Report”** in the upper right hand corner.

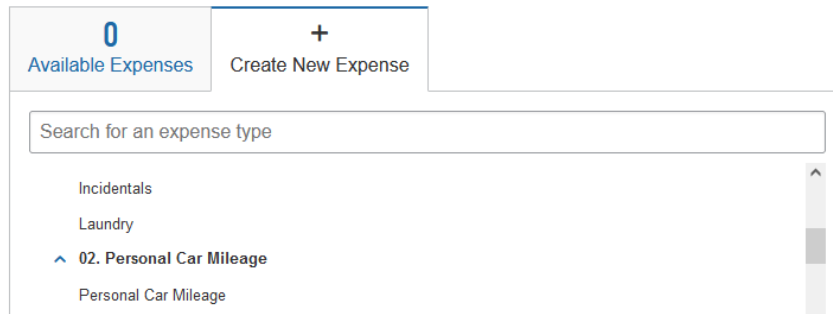
Each month, return to this section to create a new expense report based off your original request.



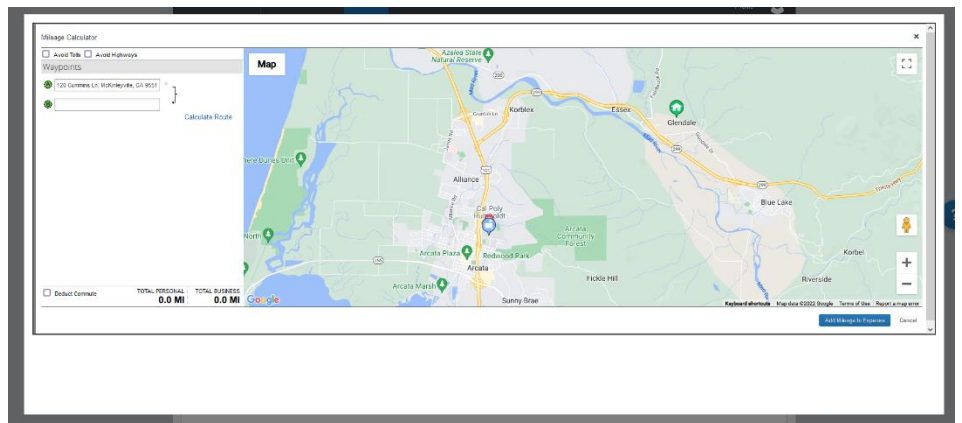
Select the blue **“Add Expense”** and then select **“Personal Car Mileage”** from the list of expenses.



Add Expense

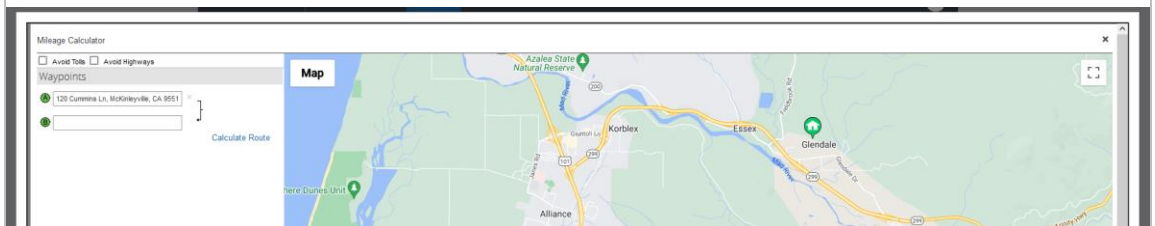


This will open the Mileage Calculator for you.

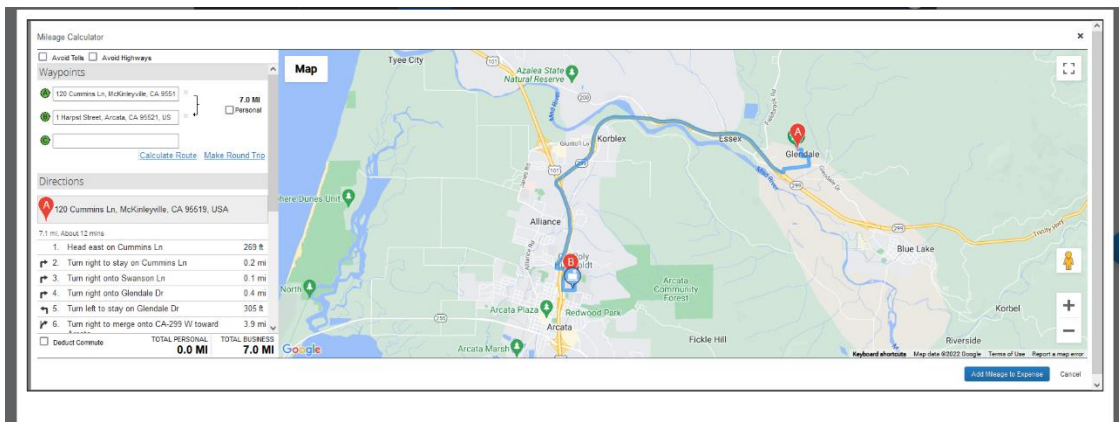


Enter your Waypoints to the map. Indicate the location you traveled to for a single trip.

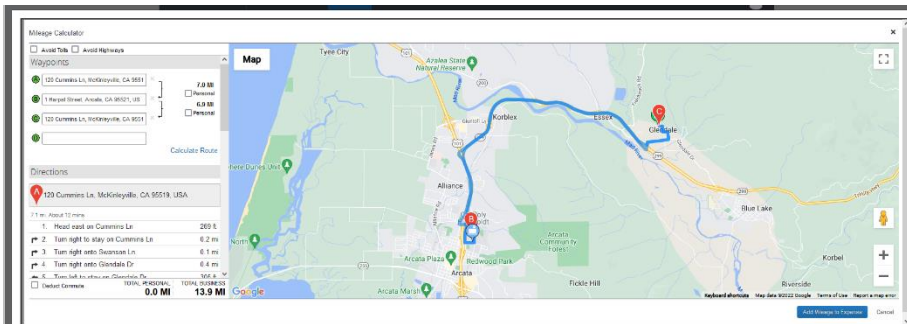
Then select the blue **“Calculate Route”** link.



Please be sure to select the blue **"Make Round Trip"** link under the Waypoints if you do need to be reimbursed for a round trip.



After you have made this a round trip if appropriate, select the blue **"Add Mileage to Expense"** in the lower right hand corner.



You will be brought to the New Expense Details page. Enter the date your mileage occurred. Your distance will be imported from the mileage calculator and automatically multiplied by the current reimbursement rate.

New Expense Cancel Save Expense

Details Itemizations

Mileage Calculator Allocate Show Receipt

Expense Type * Transaction Date * From Location *

Personal Car Mileage 10/12/2022 120 Cummins Ln, McKinleyville ...

To Location * Payment Type Request *

11 Harpst Street, Arcata, CA 955... Out of Pocket 08/08/2022, \$62.50 - Local ...

Comments To/From Approver/Processors

Vehicle ID * Distance to Date Distance * Number of Passengers

BPAM778 0 14 0

Amount Currency Reimbursement Rates

8.75 US, Dollar USD 0.625 per mile

[View all reimbursement rates](#)

Save Expense Save and Add Another Cancel

Enter a comment about where you traveled to.

Select **“Save Expense”** in the lower left or upper right hand corner.

The screenshot shows the 'New Expense' form with the following details:

- Expense Type:** Personal Car Mileage
- Transaction Date:** 10/12/2022
- From Location:** 120 Cummins Ln, McKinneyville, GA
- To Location:** 1 Hospital Street, Atlanta, GA 30305
- Payment Type:** Out of Pocket
- Receipt:** 08/08/2022, \$42.50 - Local
- Comments:** (Empty text area)
- Vehicle ID:** 8FAM775
- Distance to Date:** 0
- Distance:** 14
- Number of Passengers:** 0
- Amount:** 8.75
- Currency:** US, Dollar
- Reimbursement Rates:** US\$ 0.625 per mile

Buttons at the bottom: Save Expense, Save and Add Another, Cancel.

You will be brought back into your expense report. You will need to enter a new Personal Car Mileage expense line for every trip you are claiming in that expense report. After you have added all the trips for the time period you are claiming you submit your expense report..

Local Mileage Fall 22 \$8.75

Not Submitted [Copy Report](#) [Submit Report](#)

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