

## Entering Personal Car Mileage

**Objective:** Go over the steps on how to use the Mileage Calculator in Concur which will automatically calculate the dollar amount for the personal miles used during your trip.

1. **Select** the *Personal Car Mileage* Expense type from the expense type list.
2. **Enter** the *Transaction Date* and the *Reason for Personal Car Mileage*
3. **Click** on the *Mileage Calculator* icon to calculate the distance

View Reimbursement Rates

Expense Type: Personal Car Mileage

Transaction Date: 05/09/2017

Reason for Personal Car Mileage: Drive To and From Airport

From Location: SLAC

To Location: SFO

Payment Type: Personal Card/Cash

Distance : Amount: 25 : 13.38 USD

Comment/Business Reason:

Comment to Approver:

Mileage Calculator

4. **Type** in the address of your origin and destination points in the blue boxes and **click** *Calculate Route*. You will see the distance in miles at the bottom of the window.
- 5.

Mileage Calculator

Avoid Tolls  Avoid Highways

Waypoints

2575 Sand Hill Rd, Menlo Park, CA 940

San Francisco International Airport (SFO)

24.6 MI

Personal

Calculate Route Make Round Trip

Directions

Suggested routes:

- I-280 N 24.6 mi. About 27 mins
- I-280 N and US-101 N 23.5 mi. About 27 mins
- US-101 N 21.4 mi. About 33 mins

Loop Rd, Portola Valley, CA 94028, USA

24.6 mi. About 27 mins

1. Head north on Loop Rd toward Sand Hill Rd 430 ft
2. Turn left onto Sand Hill Rd 0.7 mi
3. Merge onto I-280 N via the ramp to San Francisco 19.8 mi

<input type="checkbox"/> Deduct Commute	TOTAL PERSONAL	TOTAL BUSINESS
	0.0 MI	24.6 MI

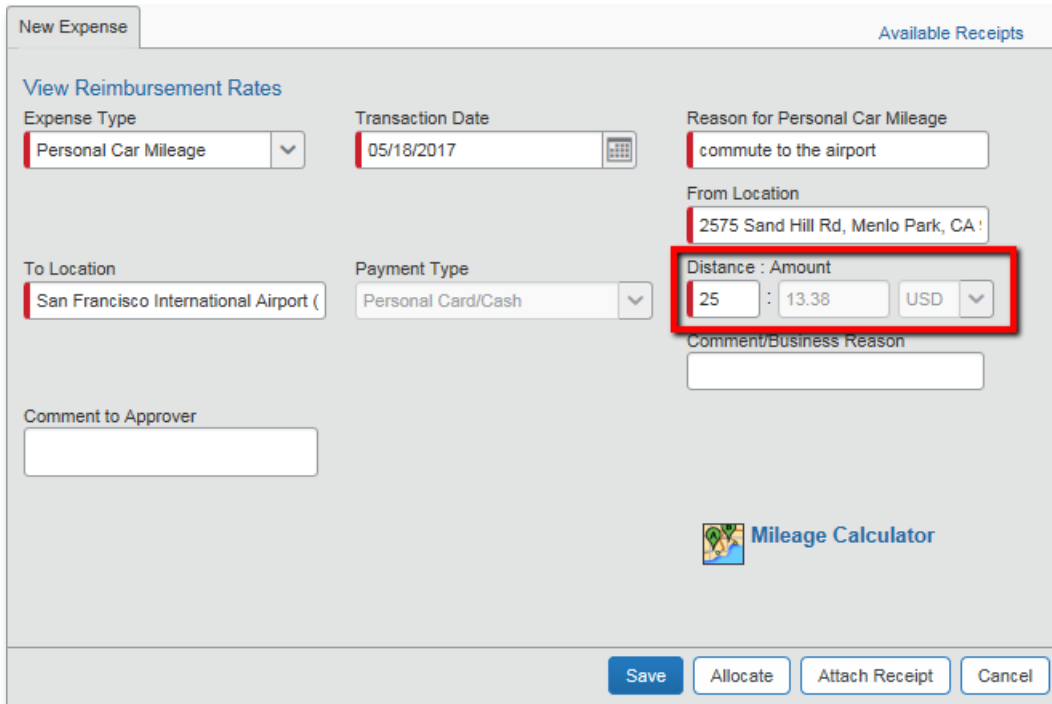
Add Mileage to Expense Cancel

Click *Add Mileage*.



**Note:** You can click on the *Make Round Trip* link to double up the mileage of your route.

6. **Click** Add Mileage to Expense to *Expense* once you finish entering your miles.
7. You will be taken back to the Expense window where you can see that the mileage amount has been calculated for you.



8. **Click** Save to add this expense to your report and move on to your next expense.



**Note:** If your personal mileage amount is >\$75, please upload a map of your trip with the miles displayed as your receipt.