

**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. Click 'Add Expense' and **select 'Personal Car Mileage'** from the expense type list.

The screenshot shows the 'Add Expense to Report' interface. At the top, there are tabs for 'New Expense' and 'Available Expenses (0)'. Below this, a search bar contains the text 'personal'. Underneath the search bar, there are two sections: 'Recently Used' and '05. Mileage'. In the 'Recently Used' section, the option 'Personal Car Mileage' is highlighted with a red rectangular box. Below this, the '05. Mileage' section also lists 'Personal Car Mileage'.

2. Complete all required fields for the expense entry. Enter the location, including the city or address, as this will enable the 'Mileage Calculator' to automatically calculate the mileage. Then Select 'Mileage Calculator'

The screenshot shows the 'Details' tab of the expense entry form. At the top, there are two buttons: 'Mileage Calculator' (highlighted with a red box) and 'Allocate'. Below the buttons, the 'Expense Type' is set to 'Personal Car Mileage'. The 'Transaction Date' is '05/16/2025'. The 'Reason for Personal Car Mileage' is 'Airport to SLAC'. The 'From Location' is 'SFO' and the 'To Location' is 'SLAC', both of which are highlighted with a red box. The 'Payment Type' is 'Personal Card/Cash'. The 'Distance' is '0'. The 'Amount' is '0.00'. The 'Currency' is 'US, Dollar (USD)'. The 'Reimbursement Rates' are 'USD 0.7 per mile'. The 'Request' is 'None Selected'. There is a 'Comment to Approver' field at the bottom.

- Waypoints will be automatically populated from the previous window (if location is entered correctly). The distance in miles will appear at the bottom.
  - If the business location address is correct, select **'Add Mileage to Expense.'**



Our policy allows only one around trip per to the airport. However, if a traveler can demonstrate that opting for two round trips would have been more cost-effective (e.g., compared to parking expense at the airport), we will reimburse for the additional round trip.

**Mileage Calculator**

Avoid Tolls  Avoid Highways

**Waypoints**

- San Francisco International Airport (SFO) [X] 25.1 MI
- 2575 Sand Hill Rd, Menlo Park, CA 9 [X]  Personal

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

**Directions**

Suggested routes:

- I-280 S 25.2 mi. About 27 mins
- US-101 S and I-280 S 23.6 mi. About 27 mins
- US-101 S 22.2 mi. About 35 mins

San Francisco International Airport (SFO), San Francisco, CA  
25.2 mi. About 27 mins

- Head northwest on Domestic Terminals Departures Level 203 ft
- Turn left to stay on Domestic Terminals Departures Level 0.3 mi
- Continue onto Airport Access Rd 0.2 mi
- Take the I-380 W ramp to I-280/San Bruno 2.0 mi
- Continue onto I-380 W 1.0 mi
- Take exit 5B on the left to merge onto I-280 S toward San Jose 19.8 mi
- Take exit 24 to merge onto Sand Hill Rd 1.5 mi
- Turn right toward Loop Rd 331 ft
- Keep left to continue toward Loop Rd Restricted usage road 98 ft
- Turn left onto Loop Rd Restricted usage road 325 ft
- Turn right Restricted usage road 66 ft
- Turn right Restricted usage road 236 ft

Deduct Commute **TOTAL PERSONAL 0.0 MI** **TOTAL BUSINESS 25.1 MI**

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



You can select **'Make Round Trip'** link to double up the mileage of your route.

**Waypoints**

- A San Francisco International Airport (SFO) [X] 25.1 MI
- B 2575 Sand Hill Rd, Menlo Park, CA 9 [X]  Personal
- C [X]

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

**Waypoints**

- A San Francisco International Airport (SFO) [X] 25.1 MI
- B 2575 Sand Hill Rd, Menlo Park, CA 9 [X]  Personal
- C San Francisco International Airport (SFO) [X] 24.7 MI
- D [X]  Personal

[Calculate Route](#)

- 4. Select **'Save Expense'** to add the car mileage expense to the expense report.

Details Itemizations

Mileage Calculator Allocate

Expense Type \* Personal Car Mileage X v Transaction Date \* 12/26/2024

From Location \* San Francisco International Airport (SFO), San F... To Location \* 2575 Sand Hill Rd, Menlo Park, CA 94025, USA Payment Type Personal Card/Cash

Distance \* 50

Amount \* 33.50 Currency US, Dollar (USD) Reimbursement Rates USD 0.67 per mile

Comment to Approver  
This is a round-trip personal mileage claim from SFO to SLAC.

Save Expense Save and Add Another Cancel



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