



| Personal Car Mileage Entry-<br>How To Enter Single Day Trip Mileage |  |
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| Use this if you are entering single day trips.                      |  |
| Open an existing Expense Report or create a new one from My Concur  |  |
| 1   | On the <b>New Expense</b> tab, select Personal Car Mileage from the <b>New Expense</b> List.   |
| 2   | Click the <b>Transaction Date</b> field, and then use the calendar to select the date of the travel.   |
| 3   | In the <b>From Location</b> field, enter the general starting location of your trip. i.e. Atlanta  |
| 4   | In the <b>To Location</b> field, enter the last travel area or general area i.e. Macon   |
| 5   | The <b>Trip Type</b> should have defaulted to what you entered when you created the Expense Report Header.   |
| 6   | Verify the personal vehicle used for this tip in the <b>Vehicle ID</b> field.  |
| 7   | Next you are going to enter the details of your trip:<br>Click on the <b>Mileage Calculator</b> icon to open the window to enter the details of your travel:   |
| 8   | In <b>Row A</b> enter the address you started from that day and press the <b>Tab</b> key.<br>In <b>Row B</b> enter your next actual destination and press the <b>Tab</b> key.<br>Continue to enter the exact addresses for each stop you make for that day's travel. The Mileage calculator will allow up to 25 rows. (Row A to Y) |

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|    | <p>The red pins you see on the map represent the State Agency locations. Hover over one and you can see the location address. If you click on one it will place that location in the open row your cursor is on.</p> <p>If your destination is not a State Agency, or does not appear as a red pin on the map you will need to enter the exact address in the row.</p> <p>The last entry of the day will be the return to your home or office.</p> |
| 9  | If your final destination is the same as the starting_destination click <b>Make Round Trip</b> . Otherwise enter the final destination of the day and select <b>Calculate Route</b> .  |
| 10 | Click the box <b>Deduct Commute</b> .  |
|    | <b>Note:</b> When you enter your mileage the first time you will enter your home address and your assigned office location. You will only have to do this one time as the system will remember it on your next Personal Car Mileage entry.   |
| 11 | To make this a round trip commute deduction, click <b>Deduct Round Trip</b> .  |
|    | <b>Note:</b> If you work from home, you do not need to deduct commute mileage.   |
| 12 | Click <b>Add Mileage To Expense</b> to update the expense report for the total calculated daily business mileage.  |
|    | <b>Note:</b> If your actual route changed due to a detour, or some of your destinations did not have a street address, add the mileage for those legs of your travel to the calculated distance appearing in the Expense detail. For example, if the Mileage Calculator put 150 miles in the Distance field on the expense and you had another 25 miles you couldn't enter as specific addresses, change the 150 miles to                          |

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|    | <p>175 miles.</p> <p>Be certain to make a note in comments why you increased the calculated distance so your approvers and the Back Office know why the mileage on the expense report is greater than the calculated mileage. Failure to do this could result in the expense report or the expense item being returned to you which delays your reimbursement.</p>   |
| 13 | Click <b>Save</b> .  |
|    | <p><b>Note:</b> If you have <u>multiple single day trips</u>, you can put them into a single expense report. Check with your Agency Local Administrator for the frequency of submitting these reports.</p> <p>When you set up the expense Report Header enter a date range for the time span of the days you traveled. Perhaps September 1-15 or October 1-31. Make a separate mileage entry for each travel day completing steps 1-13 for each travel day.</p> <p>You could end up with several Personal Car Mileage expense entries on your expense report for this time span.</p> |