

# State Accounting Office

## TeamWorks: Travel and Expense System

**TTE – Entering  
Personal Car Mileage**



## How To Add Personal Car Mileage to an Expense Report

- Open an existing Expense Report or create a new one
- On the **New Expense** tab, select **Personal Car Mileage** from the **All Expense Types** List; or type in all or part of the name in the search field to reduce the number expense types displayed.

**NOTE:** As you use the system, frequently used Expense Types will appear above the listing of the full Expense Type list.

The screenshot displays the Concur Expense Report interface. At the top, there are navigation tabs for 'My Concur', 'Request', 'Expense', and 'Profile'. Below these are links for 'View Reports', 'New Expense Report', 'View Receipt Store', 'View Cash Advances', and 'New Cash Advance'. The main header shows 'Nov 3-16 Travel' with 'Delete Report' and 'Submit Report' buttons. A search bar contains 'pers'. The 'Expenses' table on the left lists items like 'Fixed Meals', 'Personal Car Mileage', and 'Hotel'. The 'New Expense' panel on the right shows 'Recently Used Expense Types' and 'All Expense Types' with 'Personal Car Mileage' selected under 'Transportation'. Red arrows highlight the search bar and the selected 'Personal Car Mileage' option.

- The Personal Car Mileage entry screen opens
  - Enter the **Transaction Date**. This is the date you actually drove your car.
  - Verify that the **Vehicle Id** is the correct one.
    - The Vehicle ID is NOT the VIN number. This field represents the rate used to reimburse your miles and not a specific vehicle.
      - Tier I is the highest rate and is used when the use of your personal car was the most economical or it was determined by your supervisor that it was the most expedient.
      - Tier II is the lowest rate and is used when you were not authorized to use your personal vehicle but chose to anyway. This is acceptable, you just receive a lower reimbursement rate.
  - No other fields are manually completed on this screen.
  - Click on **Mileage Calculator** to continue

Nov 3-16 Travel Delete Report Submit Report

New Expense Details Receipts Print / Email Show Exceptions

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	11/13/2012	Fixed Meals Moultrie, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	11/12/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	11/08/2012	Personal Car Mileage	\$137.09	\$137.09
<input type="checkbox"/>	11/08/2012	Hotel Comfort Inns, Savannah, Georgia	\$230.00	\$230.00
<input type="checkbox"/>	11/08/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/07/2012	Personal Car Mileage	\$131.54	\$131.54
<input type="checkbox"/>	11/06/2012	Personal Car Mileage	\$137.64	\$137.64
<input type="checkbox"/>	11/06/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/05/2012	Personal Car Mileage	\$252.53	\$252.53
<input type="checkbox"/>	11/04/2012	Personal Car Mileage	\$124.32	\$124.32
<input type="checkbox"/>	11/04/2012	Tolls Warner Robins, Georgia	\$1.00	\$1.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,088.12	\$1,088.12

**New Expense** Receipt Store

[View Reimbursement Rates](#)

Expense Type: Personal Car Mileage Transaction Date: 11/13/2012

Purpose of the Trip: Normal Travel From Location:

To Location: Payment Type: Out of Pocket

Distance: Amount: 0 : 0.00 USD Trip Type: In-State Travel

Comment:

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Vehicle ID: Personal Car Tier1 Number of Passengers: 0

Distance to Date: 0

[Mileage Calculator](#)

Save Attach Receipt Cancel

- If the following screen appears select **Yes**.

Please Confirm

?

Required fields are missing data. Would you like to save anyway?

Yes
No
Cancel

- The **Mileage Calculator** screen opens. This screen is used to enter your travel route for the specified day.
  - Enter your starting point in box A and press the Tab key or click in the next box.
  - Continuing entering the waypoints of your trip in each box.
    - If you do have an exact address, enter the city and state and the system will calculate the distance to the center of that city or town. You can make adjustments to this later.
    - Enter the route as you drove it.
    - If you avoided tolls or highways, click on the check box for these at the top of the entry screen. The map result may come closer to your actual route. Otherwise the system creates the shortest route.
    - A visual of your trip appears on the map and the system calculates the distances between points.
      - Box A is represented as balloon A on the map, Box B as B, etc.
    - The red balloons on the map indicate State Office locations for Agencies on the TTE system. Hover over it to view the location and/or click on it

and the system will use that address as one of the stops (also called waypoints) on your travels.

- When you get to the final waypoint of your trip you have options:
  - Enter the address of the final stop at the conclusion of the business day
  - Or, if the final stop is the same as entered in Box A, click on box **Make Round Trip** to automatically enter that address.

The screenshot shows the Mileage Calculator interface. On the left, there is a list of waypoints (A-E) with their respective distances. A red arrow points to the waypoints list. Below the waypoints list, there are buttons for 'Calculate Route' and 'Make Round Trip', with the latter circled in red. Below that, there is a 'Directions' section with a list of steps. At the bottom, there is a table with columns for 'Deduct Commute', 'TOTAL PERSONAL', and 'TOTAL BUSINESS'. The 'TOTAL BUSINESS' value is 91.5 MI, which is circled in red. A red arrow points to the 'Deduct Commute' checkbox. On the right, there is a map showing the route between the waypoints. A red arrow points to the map.

Waypoint	Address	Distance
A	100 Spring Drive, Roswell, GA 30075, US	61.9 MI
B	2 East Main Street, Rome, GA 30161, US	18.4 MI
C	Cedartown, GA 30125, USA	11.2 MI
D	Main Line Road, Rockmart, GA 30153, U	
E		

Deduct Commute	TOTAL PERSONAL	TOTAL BUSINESS
<input type="checkbox"/>	0.0 MI	91.5 MI

- Click **Deduct Commute**:
  - The Statewide Travel Policy states that you will be reimbursed for miles in excess of what you would drive to and from your assigned work station.
    - If your round trip to work is normally 40 miles you will not be reimbursed for the 1<sup>st</sup> 40 miles of your trip.
    - How you enter the trip determines whether you deduct one way, round trip or no commute.
  - The Statewide Travel Policy states that you only have to account for normal roundtrip daily commute ONCE during a trip with overnight stays.
  - The first time you use the Mileage Calculator you will enter your home address and work address in **Deduct Commute Distance**. The system will remember that information going forward.
  - Once you click on deduct commute your one way normal commute distance to your office will appear in **Total Personal** and the **Total Business** distance will be reduced by this same amount.

**Mileage Calculator**

Avoid Tolls  Avoid Highways

**Waypoints** Distances Personal

- 100 Spring Drive, Roswell, GA 30075, US: 61.9 MI
- 2 East Main Street, Rome, GA 30161, US: 18.4 MI
- Cedartown, GA 30125, USA: 11.2 MI
- Main Line Road, Rockmart, GA 30153, U: 49.3 MI
- 100 Spring Drive, Roswell, GA 30075, US:

[Calculate Route](#)

**Deducted Commute Distance**

**Home**  
100 Spring Drive, Roswell, GA 30075, US: 21.5 MI

**Office**  
200 Piedmont Avenue SE, Atlanta, GA 30333, US:  Deduct Round Trip

**Directions**

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
21.5 MI	119.3 MI

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

- Click **Deduct Round Trip**: Determine if you need to deduct round trip personal commute miles. In our example we drove in excess of the normal daily round trip commute and we entered our trip from home and ended at home, we would need to deduct the round trip commute.
  - When you click on Deduct Round Trip the Total Personal miles increases to the round trip mileage to and from work and the Total Business mileage is reduced by this additional amount.
- NOTE: If you have an address that is not accepted by Google Maps, click on the **Report a map error** link at the bottom of the map. Follow the prompts and enter the required data. Google Maps updates this and not SAO.
- Click **Add Mileage to Expense**

Mileage Calculator

Avoid Tolls  Avoid Highways

**Waypoints** Distances Personal

- A 100 Spring Drive, Roswell, GA 30075, US
- B 2 East Main Street, Rome, GA 30161, US
- C Cedartown, GA 30125, USA
- D Main Line Road, Rockmart, GA 30153, U
- E 100 Spring Drive, Roswell, GA 30075, U
- F

61.9 MI  
18.4 MI  
11.2 MI  
49.3 MI

[Calculate Route](#)

**Deducted Commute Distance**

**Home**  
100 Spring Drive, Roswell, GA 30075, US

**Office**  
200 Piedmont Avenue SE, Atlanta, GA 3

43.0 MI  
 Deduct Round Trip

**Directions**

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
43.0 MI	97.8 MI

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

Map data ©2013 Google [Terms of Use](#) [Report a map error](#)

- The expense entry displays with information from **Mileage Calculator** completing the Expense Entry.
  - The **From Location** and **To Location** are populated from the **Mileage Calculator**
  - The **Distance- Amount** fields are populated from the **Mileage Calculator**
- If you need to attach documentation such as the DOAS Car Cost Comparison click on the **Attach** button and follow the prompts.
  - Attaching documents or receipts is the same for all Expense Types.
- If you need to adjust the total mileage calculated, you may. However, be certain to enter a reason for making the adjustment in the **Comments** field so your approver doesn't return your expense report for more information.
- To adjust total miles, just replace the number in the field with the adjusted number.

My Concur Request Expense Profile

View Reports New Expense Report View Receipt Store View Cash Advances New Cash Advance

Nov 3-16 Travel Delete Report Submit Report

New Expense Details Receipts Print / Email Show Exceptions

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	11/13/2012	Fixed Meals Moultrie, Georgia	\$21.00	\$21.00
<input checked="" type="checkbox"/>	11/13/2012	Personal Car Mileage	\$0.00	\$0.00
The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions. Missing required field: From Location, To Location.				
<input type="checkbox"/>	11/12/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	11/08/2012	Personal Car Mileage	\$137.09	\$137.09
<input type="checkbox"/>	11/08/2012	Hotel Comfort Inns, Savannah, Georgia	\$230.00	\$230.00
<input type="checkbox"/>	11/08/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/07/2012	Personal Car Mileage	\$131.54	\$131.54
<input type="checkbox"/>	11/06/2012	Personal Car Mileage	\$137.64	\$137.64
<input type="checkbox"/>	11/06/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/05/2012	Personal Car Mileage	\$252.53	\$252.53
<input type="checkbox"/>	11/04/2012	Personal Car Mileage		
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,088.12	\$1,088.12

Expense

View Reimbursement Rates

Expense Type: Personal Car Mileage Transaction Date: 11/13/2012

Purpose of the Trip: Normal Travel From Location: 100 Spring Drive, Roswell, GA 30075

To Location: Main Line Road, Rockmart, GA 30153

Distance : Amount: 98 : 54.39 USD Trip Type: In-State Travel

Comment:

Vehicle ID: Personal Car Tier1 Number of Passengers: 0

Distance to Date: 0

[Mileage Calculator](#)

Save Attach Receipt Cancel

- When you are done, click on **Save**. This will update the entry and place it in the Expense Report.
- Repeat this process for each day you claim Personal Car Mileage

My Concur Request Expense Profile

View Reports New Expense Report View Receipt Store View Cash Advances New Cash Advance

Nov 3-16 Travel Delete Report Submit Report

New Expense Details Receipts Print / Email Show Exceptions

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	11/13/2012	Fixed Meals Moultrie, Georgia	\$21.00	\$21.00
<input checked="" type="checkbox"/>	11/13/2012	Personal Car Mileage	\$54.39	\$54.39
<input type="checkbox"/>	11/12/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	11/08/2012	Personal Car Mileage	\$137.09	\$137.09
<input type="checkbox"/>	11/08/2012	Hotel Comfort Inns, Savannah, Georgia	\$230.00	\$230.00
<input type="checkbox"/>	11/08/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/07/2012	Personal Car Mileage	\$131.54	\$131.54
<input type="checkbox"/>	11/06/2012	Personal Car Mileage	\$137.64	\$137.64
<input type="checkbox"/>	11/06/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/05/2012	Personal Car Mileage	\$252.53	\$252.53
<input type="checkbox"/>	11/04/2012	Personal Car Mileage	\$124.32	\$124.32
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,142.51	\$1,142.51

New Expense

Expense:

Recently Used Expense Types

- Personal Car Mileage
- Miscellaneous
- Hotel
- Cash Advance Return
- Tolls

All Expense Types

- Business Promotions
  - Other Promotional Expense
  - Trade Shows
- Cash Advance
  - Cash Advance Return
- Communications
  - Cellular Phone
  - Internet Charges
  - Local Phone
  - Long Distance
- Company Car Expense
  - Company Car Fuel
  - Company Car Maintenance