



Personal Car Mileage Entry- How To Enter Single Day Trip Mileage	
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	Leave the <b>From Location</b> field blank.
4	Leave the <b>To Location</b> field blank.
5	The <b>Trip Type</b> auto populated from 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: 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. In <b>Row B</b> enter your next actual destination and press the <b>Tab</b> key. 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) 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. 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. If you do not have the exact address enter as much as you know.
9	If the final destination is the same as the starting_destination click <b>Make Round Trip</b> . Otherwise enter the final destination of the day and click the <b>Tab</b> key.
10	Click the box <b>Deduct Commute</b> and one way personal mileage will be deducted.
11	To make this a round trip commute deduction, click <b>Deduct Round Trip</b> .
12	Click <b>Add Mileage To Expense</b> to update the expense report for the total calculated daily business mileage.
<p><b>Note:</b> <i>If necessary, you can update the total mileage being claimed. However, you need to make a reason for the change in the comments field. Failure to do this could result in the expense report being returned to you for explanation which delays your reimbursement.</i></p>	
13	Click <b>Save</b> .
<p><b>Note:</b> <i>Make a separate mileage entry for each travel day.</i></p>	