



How to Enter Personal Car Mileage - 2015

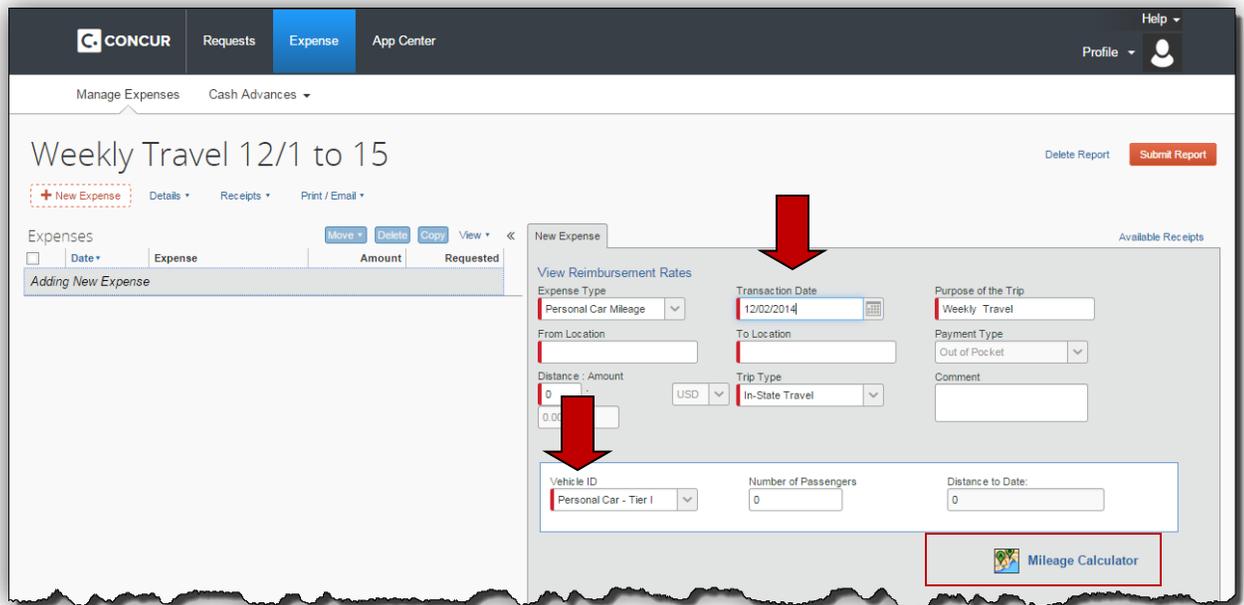
- Open an existing Expense Report or create a new one
- On the **New Expense** tab, select **Personal Car Mileage** from the **All Expense Types** List or Recently Used Expense Types or type in all or part of the name in the search field to reduce the number expense types displayed.

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

The screenshot shows the CONCUR system interface. The top navigation bar includes 'CONCUR', 'Requests', 'Expense', and 'App Center'. The main header displays 'Weekly Travel 12/1 to 15' with 'Delete Report' and 'Submit Report' buttons. Below this, there are tabs for 'New Expense', 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' table is currently empty, with a 'Adding New Expense' button. The 'New Expense' form is open, showing an 'Expense' search field with a red arrow pointing to it. Below the search field, there are two sections: 'Recently Used Expense Types' and 'All Expense Types'. The 'Recently Used Expense Types' section lists 'Copy Charges', 'Personal Car Mileage', and 'Rental Cars Only'. The 'All Expense Types' section is a long list of categories including Business Promotions, Communications, Company Car Expense, Individual Meals, Interagency Travel, Lodging, and Other. 'Personal Car Mileage' is circled in red in the 'All Expense Types' list. At the bottom of the form, there are fields for 'TOTAL AMOUNT' and 'TOTAL REQUESTED', both showing '\$0.00'.

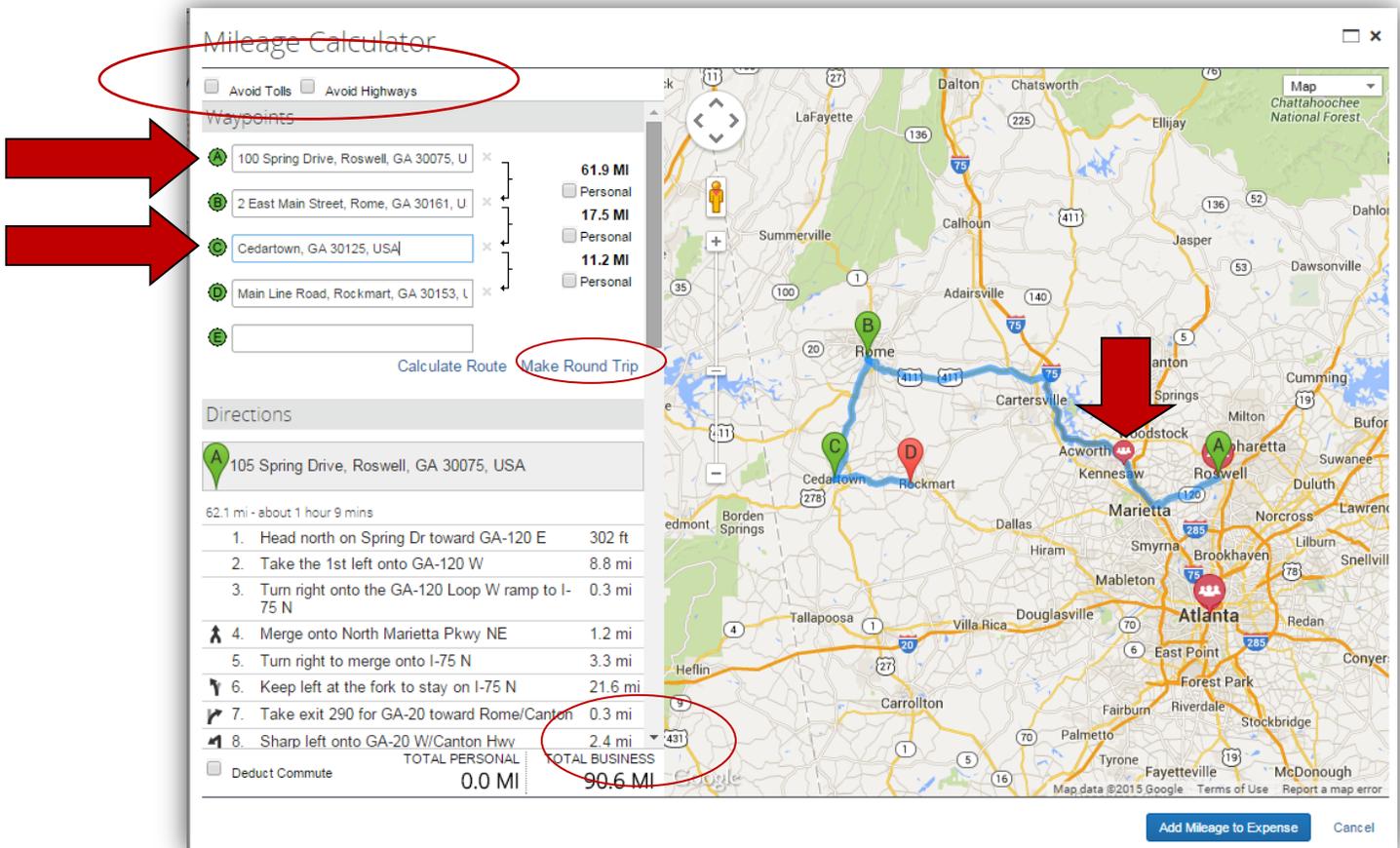
- The Personal Car Mileage entry screen opens
 - Enter the **Transaction Date**. This is the date you actually drove your car.
 - Verify that the **Vehicle Id** is the correct one.
 - The Vehicle ID is NOT the VIN number. This field represents the rate table used to reimburse your miles and not a specific 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



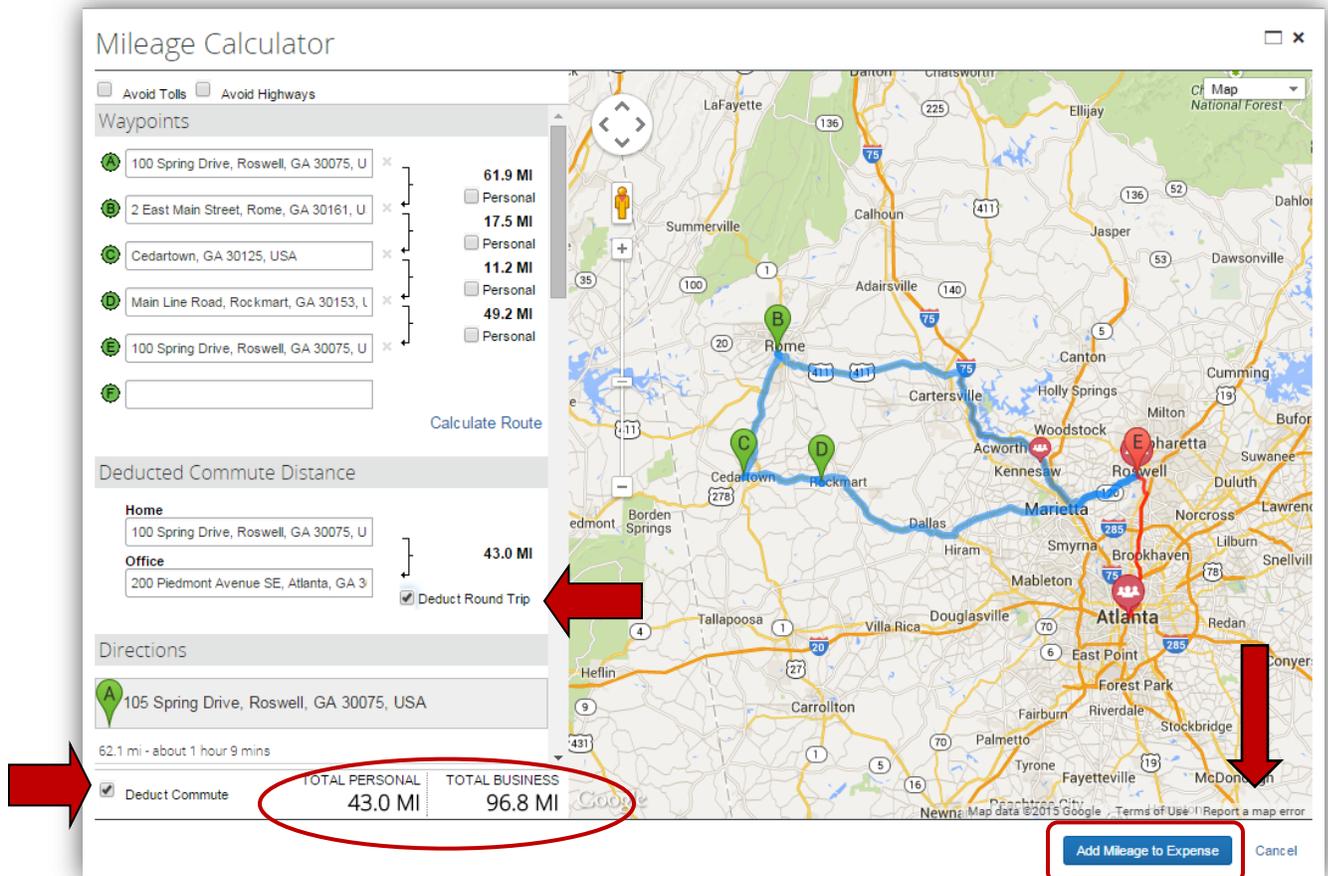
- The **Mileage Calculator** screen opens. This screen is used to enter your travel route for the specified day.
 - Enter your starting point in box A and press the Tab key or click in the next box.
 - Continuing entering the waypoints of your trip in each box.
 - If you do have an exact address, enter 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.
 - The **Avoid Tolls** or **Avoid Highways** check boxes may be used to calculate your mileage; otherwise the system creates the shortest route.
 - A visual of your trip appears on the map and the system calculates the distances between each point.

- Box A in Waypoints 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.
 - If several state offices are located in close proximity a larger tan colored balloon will appear; click on the balloon to expand the map and see the available locations in that area
- 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.



- 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 1st 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 Statewide Travel Policy states that you do not have to deduct personal commute miles under specific conditions: your business location is your home, if you are traveling on a holiday, weekend or a not normally scheduled workday. Please see the Statewide Travel Policy for complete information.
- Click on the **Deduct Commute** box. The first time you use the Mileage Calculator you will need to enter your home and office addresses. You only have to do that one unless your home or office address change.
- 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.
- Click **Deduct Round Trip** 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, so 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**



- 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 want to attach documentation such as the DOAS Car Cost Comparison at this point click on the **Attach Receipt** button and follow the prompts; you can always add receipts or documentation later via fax, the Attach Receipt button or via Receipt Store.
- If you need to adjust the total mileage calculated, you may. To adjust total miles, just replace the number in the field with the adjusted number.
 - Be certain to enter a reason for making the adjustment in the **Comments** field or your approver may return your expense report for more information.
- When you are done, click on **Save**.

Manage Expenses Cash Advances

Weekly Travel 12/1 to 15

Delete Report Submit Report

+ New Expense Details Receipts Print / Email

Expenses

Date	Expense	Amount	Requested
Adding New Expense			

New Expense

View Reimbursement Rates

Expense Type: Personal Car Mileage Transaction Date: 12/02/2014 Purpose of the Trip: Weekly Travel

From Location: 100 Spring Drive, Roswell, GA To Location: Main Line Road, Rockmart, GA Payment Type: Out of Pocket

Distance: Amount: 97 USD Trip Type: In-State Travel

54.32

Comment:

Vehicle ID: Personal Car - Tier I Number of Passengers: 0 Distance to Date: 0

Mileage Calculator

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save Attach Receipt Cancel

- This will update the entry and place it in the Expense Report. Repeat this process for each day you claim Personal Car Mileage.

Manage Expenses Cash Advances

Weekly Travel 12/1 to 15

Delete Report Submit Report

+ New Expense Details Receipts Print / Email

Expenses

Date	Expense	Amount	Requested
Adding New Expense			
12/02/2014	Personal Car Mileage	\$54.32	\$54.32

New Expense

Expense

Recently Used Expense Types

Personal Car Mileage Copy Charges