



Personal Car Mileage Entry – How to Enter Multiple Day Trip Mileage	
Use this if you are away more than one day.	
Open an existing Expense Report or create a new one from the Concur or Expense tabs.	
1	On the New Expense tab, select Personal Car Mileage from the New Expense List .
2	Click the Transaction Date field, and then enter the date the mileage was incurred. Enter as mm/dd/yyyy or use the calendar to select the date.
3	Leave the From Location field blank.
4	Leave the To Location field blank.
5	The Trip Type is populated from the Expense Report Header.
6	Select or verify the reimbursement rate table (Personal Car Tier 1 or Personal Car Tier II) for this trip in the Vehicle ID field.
7	Next you are going to enter the details of your trip: Click on the Mileage Calculator icon to open the window to enter the details of your travel:
8	In Row A enter the starting address for the day and press the Tab key. In Row B enter your next actual destination and press the Tab key. Continue to enter the 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 balloons you see on the map

	<p>represent 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. Large tan balloons indicate multiple agencies in that area. Hover over it so see how many agencies. Click on it to expand the map so you can see the locations.</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>If you do not have the exact address, enter as much as you know such as the city and state or the street with no number and the city and state. The last entry of the day will be the address where you spent the night.</p>
9	If the final destination of the day is the same as the starting destination click Make Round Trip . Otherwise enter the final destination of the day and click the Tab key .
10	Click the box Deduct Commute if you need to allow for a one way personal commute mileage adjustment.
11	Click Deduct Round Trip if you need to allow for round trip personal commute mileage adjustment
Note: <i>You only need to deduct round trip commute mileage <u>once</u> for a multiple day trip.</i>	
12	Click Add Mileage To Expense to update the expense report for the total calculated daily business mileage.
Note: <i>If necessary, you can update the total</i>	

<i>mileage being claimed. However, you need to enter a reason for the difference in claimed and calculated mileage 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>	
13	Click Save .
Note: <i>Make a separate mileage entry for each travel day.</i>	
Note: <i>For subsequent travel days the starting location is the address where you spent the night the previous night and the ending location will be the location where you spent the night that night.</i>	