

Entering Personal Car Mileage

When you use your personal car for business purposes, you need to create a personal car expense to determine the amount of reimbursement.

Your company determines the name of the personal car expense type, usually **Personal Car Mileage** or something similar. Your company also determines the mileage reimbursement rate.

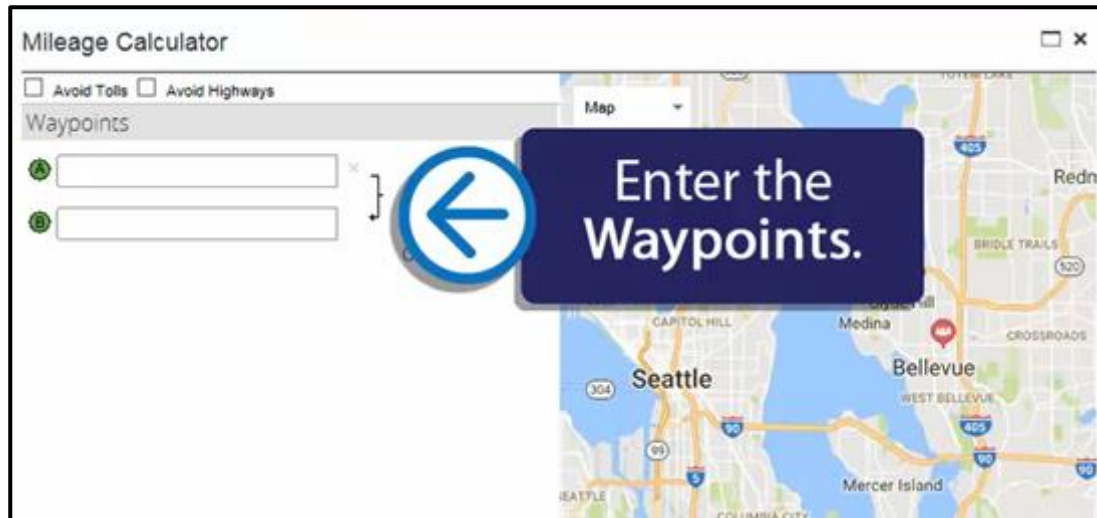
1. On the **Expense** tab, enter the required fields for the transaction, which are indicated with a red bar. .
You can manually enter the **From Location, To Location, and Distance**.
2. Click the **Mileage Calculator** to calculate the total distance.

The screenshot shows the SAP Concur Expense entry interface. The main heading is "Trip to Seattle". The "Expense" tab is active. The "New Expense" form is displayed with the following fields:

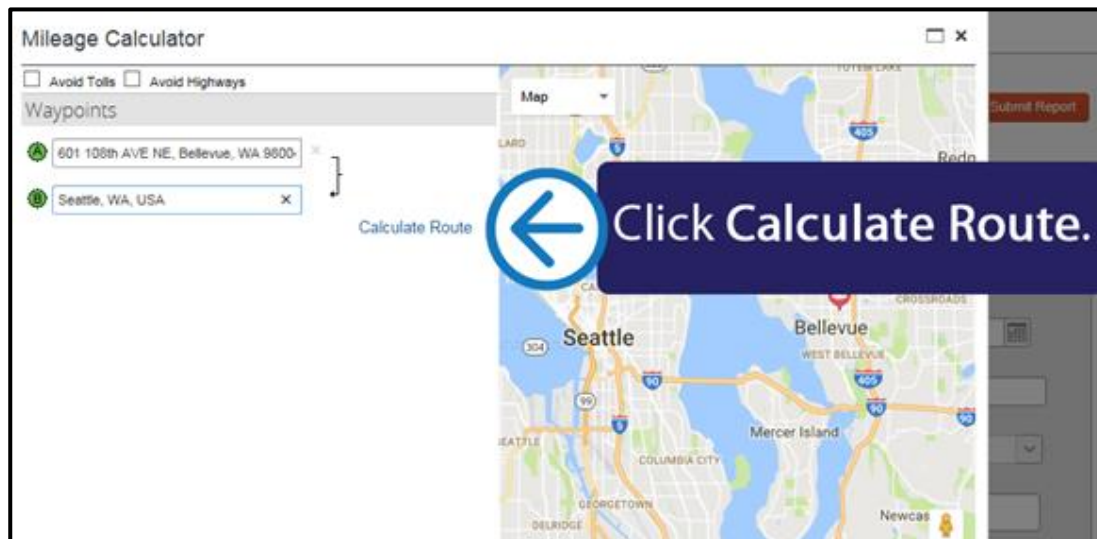
- Expense Type: Personal Car Mileage
- Transaction Date: 10/10/2017
- Purpose of the Trip: (empty)
- From Location: (empty)
- To Location: (empty)
- Payment Type: Out of Pocket
- Distance: 0
- Amount: 0.00
- Currency: USD
- Comment: (empty)

The reimbursement rate is shown as \$ 0.56 per mile. A "Mileage Calculator" button is visible at the bottom of the form.

3. In the **Waypoints** fields, enter the city names or addresses of your starting and ending locations. For more accuracy, enter the addresses.



4. Click **Calculate Route** to determine the mileage for your trip.



5. You can click **Make Round Trip** to calculate the mileage for a round trip, as needed. You will see the calculated distance between the locations that you entered. If you do not want to include your commute when you calculate your mileage, select the **Deduct Commute** check box.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- A 601 108th AVE NE, Bellevue, WA 9800
- B Seattle, WA, USA
- C

11.3 MI Personal

[Calculate Route](#) **Make Round Trip**

Directions

Suggested routes:

- I-90 W 11.3 mi. About 16 mins
- 112th Ave NE and I-90 W 10.6 mi. About 19 mins
- WA-520 W 11.4 mi. About 19 mins

A 649 108th Ave NE, Bellevue, WA 98004, USA

11.3 mi. About 16 mins

1. Head north on 108th Ave NE toward NE 8th St 0.1 mi
2. Turn right onto NE 8th St 0.2 mi

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	11.3 MI

Add Mileage to Expense Cancel

6. Click **Add Mileage to Expense** to add the distance to your expense.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

A 601 108th AVE NE, Bellevue, WA 9800- } **11.3 MI**
B Seattle, WA, USA } Personal
C

[Calculate Route](#) [Make Round Trip](#)

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Deduct Commut

Click Add Mileage to Expense.

Add Mileage to Expense Cancel

7. Click **Save** to save the mileage expense.

Note that the **From** and **To Location** fields are populated automatically and the calculated distance appears in the **Distance** field. The **Distance** and **Rate** values automatically calculate the **Amount** for the expense.

The screenshot shows the 'Trip to Seattle' expense report interface. On the left, there's a table for 'Expenses' with columns for Date, Expense Type, Amount, and Requested. Below it, a 'Adding New Expense' section shows 'No Expenses Found'. On the right, a 'New Expense' modal is open. It displays 'Hide Reimbursement Rates \$ 0.56 per mile'. The 'Expense Type' is 'Personal Car Mileage', 'Transaction Date' is '10/10/2017', 'Purpose of the Trip' is 'Client Visit', 'From Location' is '601 100th Ave NE, Bellevue, WA 98004', and 'To Location' is 'Seattle, WA, USA'. The 'Distance' is '11' and the 'Amount' is '\$ 6.16'. A blue callout box with a downward arrow says 'Click Save.' and points to the 'Save' button at the bottom of the modal. The 'Save' button is highlighted in blue.

Notice that after you save the mileage expense, the **Personal Car Mileage** expense is added to your expense report.

The screenshot shows the 'Trip to Seattle' expense report interface after saving the mileage expense. The 'Expenses' table now has one entry: '10/10/2017 Personal Car Mileage \$6.16 \$6.16'. The 'Adding New Expense' section is still visible. The 'New Expense' modal is still open, but the 'Expense Type' field is empty. Below the modal, there's a 'Recently Used Expense Types' section with a list of expense types: 'Personal Car Mileage', 'Lunch', 'Hotel', 'Parking', and 'Office Supplies'. The 'Personal Car Mileage' type is highlighted in green.

Last updated: 10/10/2017