

Adding Mileage to Concur

You have 2 options for adding Mileage to Concur:

1. Use the Mileage Calculator in Concur
2. Add the mileage manually and use Google Maps or MapQuest.

Either option you choose is acceptable, however, Mileage total and Mileage Map **MUST** match!

CONCUR MILEAGE CALCULATOR

1. Create a new expense line.
2. Under “Expense Type” choose “Mileage BILLABLE” from the options. You will complete all boxes marked with a **RED** bar.

The screenshot shows the 'New Expense' form in Concur. The form is titled 'Last Name_TDY Location_Dates' and has a 'Delete R' link in the top right. Below the title are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' section on the left shows a table with columns for Date, Expense Type, Amount, and Requested. The 'Adding New Expense' section is highlighted. The 'New Expense' form has a 'View Reimbursement Rates' link. The form fields are: Expense Type (Mileage BILLABLE), Transaction Date (with a calendar icon), Business Purpose, From Location, To Location, Payment Type (Cash), Distance : Amount (0 : 0.00 USD), Mapping, Job Number, and WBS Code. A red arrow points from the 'Expense Type' dropdown to the 'Mileage Calculator' icon in the bottom right corner of the screen.

3. Click on the “Mileage Calculator” icon in the bottom right of screen.

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4. Enter the city names or addresses of your starting and ending locations into the Waypoints fields.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

A 201 South Denver Ave Suite 300, Tulsa, OK 760.5 MI ☐ Personal

B 3152 Presidential Drive, Fairborn, OH 4

C

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

Directions

Suggested routes:

I-44 E and I-70 E 762 mi. About 11 hours 18 mins

I-44 E and I-64 E 812 mi. About 12 hours 0 mins

A 201 S Denver Ave. #206, Tulsa, OK 74103, USA

762 mi. About 11 hours 18 mins

1. Head northwest on S Denver Ave. toward W 2nd St 0.1 mi
2. Turn left onto W 1st St 0.2 mi
3. Slight left onto S Heavy Traffic Way 56 ft
4. Slight right onto W 1st St 0.4 mi
5. Merge onto I-244 E 6.9 mi
6. Keep right to stay on I-244 E 3.9 mi
7. Merge onto I-44 E 4.2 mi
8. Take the I-44 E exit toward Joplin/Turnpike Toll road 1.1 mi

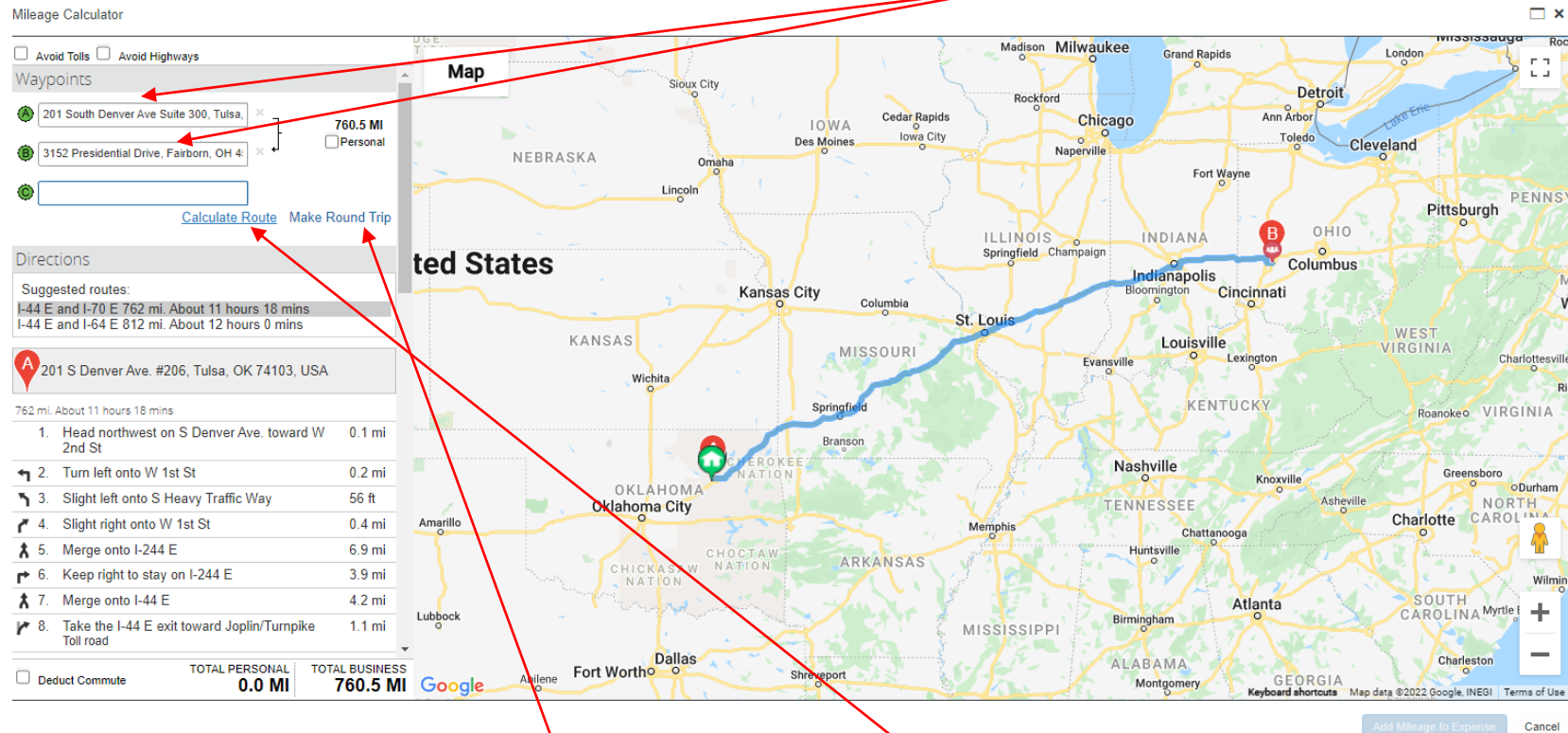
☐ Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	760.5 MI

Google

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



5. You can make it a round trip by choosing "Make Round Trip".
6. Once the From and To Location Waypoints are completed, click on "Calculate Route".

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7. Click “Add Mileage to Expense” located in bottom right side of screen. The mileage calculator automatically rounds.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

- 201 South Denver Ave Suite 300, Tulsa, OK 760.5 MI ☐ Personal
- 3152 Presidential Drive, Fairborn, OH 761.2 MI ☐ Personal
- 201 South Denver Ave Suite 300, Tulsa, OK
-

Calculate Route

Directions

A 201 S Denver Ave. #206, Tulsa, OK 74103, USA

762 mi. About 11 hours 18 mins

1. Head northwest on S Denver Ave. toward W 2nd St 0.1 mi
2. Turn left onto W 1st St 0.2 mi
3. Slight left onto S Heavy Traffic Way 56 ft
4. Slight right onto W 1st St 0.4 mi
5. Merge onto I-244 E 6.9 mi
6. Keep right to stay on I-244 E 3.9 mi
7. Merge onto I-44 E 4.2 mi
8. Take the I-44 E exit toward Joplin/Turnpike Toll road 1.1 mi
9. Continue onto I-44 E 47.1 mi

☐ Deduct Commute

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 1,521.7 MI

Map

United States

Google

Keyboard shortcuts Map data ©2022 Google, INEGI Terms of Use

Add Mileage to Expense Cancel

Results:

View Reimbursement Rates

Expense Type: Mileage BILLABLE

Transaction Date: 05/17/2021

Business Purpose:

From Location: 201 South Denver Ave Suite 300, Tulsa, OK

To Location: 3152 Presidential Drive, Fairborn, OH

Payment Type: Cash

Distance : Amount: 1,522 : 852.32 USD

Mapping:

Job Number:

WBS Code:

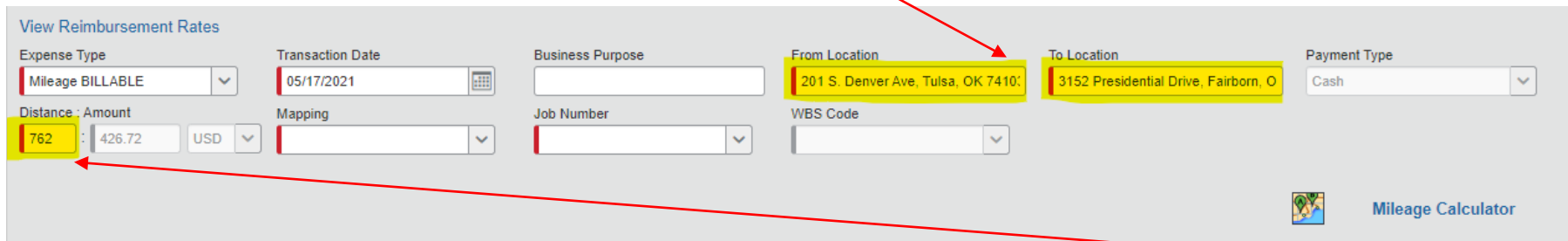
Mileage Calculator

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8. You need to add a screenshot as the receipt (two ways below)
 - a. You can do a print screen (CTR ALT Prt Scrn) and save it as a jpeg and upload as the receipt or
 - b. Print to Adobe PDF from Printer options. Save and upload as the receipt.
9. Once map has been attached as a receipt and all boxes marked RED are completed, click Save.

ADDING MILEAGE MANNUALLY:

1. Manually type in the From Location address and To Location fields.



The screenshot shows the 'View Reimbursement Rates' form in Concur. The form includes fields for Expense Type (Mileage BILLABLE), Transaction Date (05/17/2021), Business Purpose, From Location (201 S. Denver Ave, Tulsa, OK 74101), To Location (3152 Presidential Drive, Fairborn, O), Payment Type (Cash), Distance (762), Amount (426.72), USD, Mapping, Job Number, and WBS Code. Red boxes highlight the From Location, To Location, and Distance fields. A red arrow points from the instruction above to the From Location field, and another red arrow points from the instruction below to the Distance field. A 'Mileage Calculator' button is visible in the bottom right corner.

2. Using Google Maps or MapQuest, determine the mileage amount and manually add the miles under Distance.
3. You need to add a screenshot as the receipt (two ways below)
 - a. You can do a print screen (CTR ALT Prt Scrn) and save it as a jpeg and upload as the receipt or
 - b. Print to Adobe PDF from Printer options. Save and upload as the receipt.
4. Once map has been attached as a receipt and all boxes marked RED are completed, click Save.