

Adding Blanket Travel Expenses

These instructions will cover how to add Parking and Mileage expense to your Blanket Travel Expense report.

Click on any of the links below to skip ahead to that section.

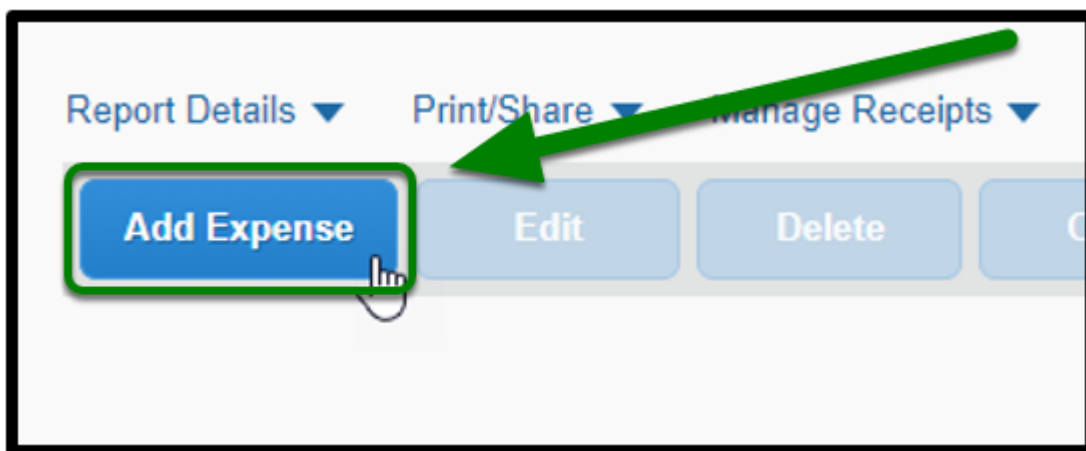
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💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

Personal Car Mileage Expense

Step 1: If you are claiming mileage, click on the **Add Expense** button under Report Details.



Step 2: A window will pop-up. Click on the **+ Create New Expense** tab.

Add Expense

7

Available Expenses

+

Create New Expense

	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Test US Bank Visa	D11 Without Services	Fax services	06/26/2017	\$24.38
<input type="checkbox"/>	Test US Bank Visa	D11 with Services	Direct Marketing Continuity/Su	06/26/2017	\$84.65
<input type="checkbox"/>	Test US Bank Visa	IT Software/Services	Computer Software Stores	06/26/2017	\$14.89
<input type="checkbox"/>	Test US Bank Visa	Goods	Eating places and Restaurants	06/23/2017	\$27.46
<input type="checkbox"/>	Test US Bank Visa	D11 Without Services	Fax services	06/17/2017	\$27.74
<input type="checkbox"/>	Test US Bank Visa	Goods	Stationery, Office Supplies, Pri	06/15/2017	\$98.81
<input type="checkbox"/>	Test US Bank Visa	IT Software/Services	Computer Software Stores	06/10/2017	\$67.51

Close
Add To Report

Step 3: Click on Personal Car Mileage under the Mileage section.

Add Expense

0

Available Expenses

+

Create New Expense

Search for an expense type

^ Recently Used

^ 02. Transportation

Parking

^ 04. Other

Adjustment

Personal/Non Reimbursable


^ Mileage

Personal Car Mileage


Step 4: A Mileage Calculator window will display. Enter in your starting location in **Point A**. Your starting location can be work, home, etc.

i Make sure your starting location complies with the Travel Policy. If your home address auto populates be sure to change it appropriately.

Step 5: Fill in the location you are heading to in **Point B**.

 Frequently used locations may populate for you to choose from.

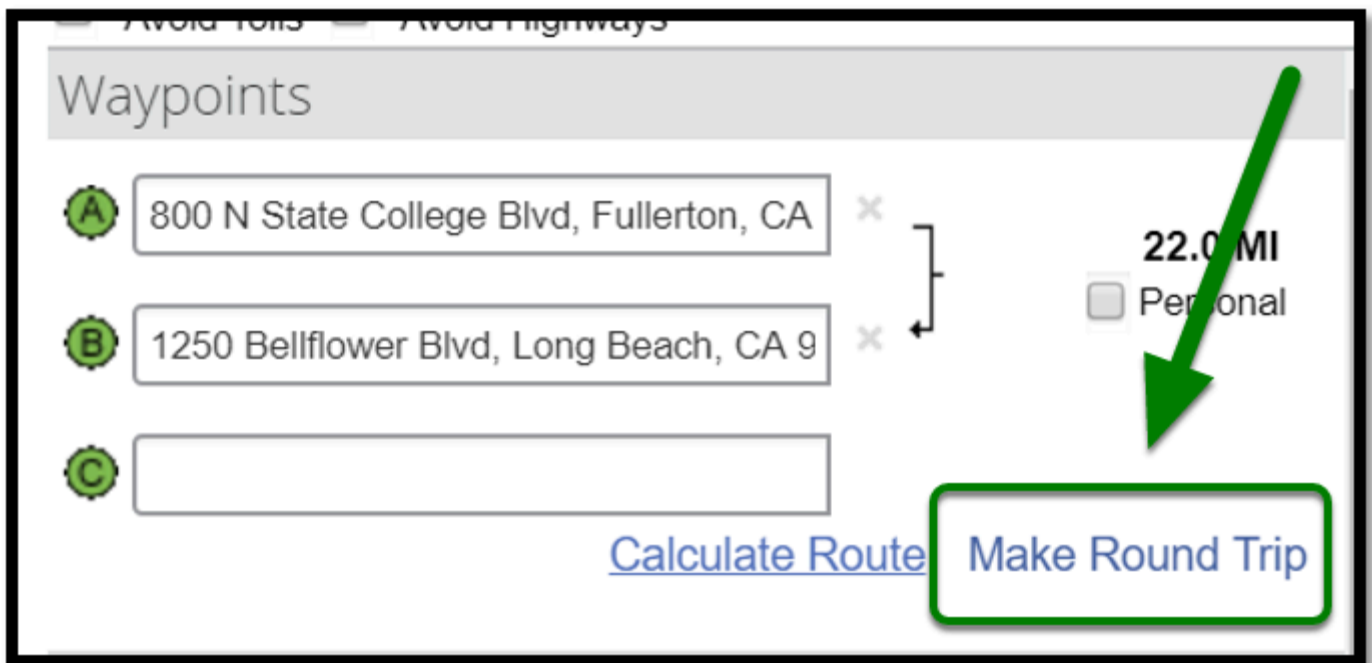
Step 6: Click on the **Calculate Route**.




The screenshot shows a web interface for calculating a route. At the top, there are two checkboxes: "Avoid Tolls" and "Avoid Highways", both of which are unchecked. Below these is a section titled "Waypoints". Under "Waypoints", there are two entries: "A 800 N State College Blvd, Fullerton, CA" and "B 1250 Bellflower Blvd, Long Beach, CA 9". A green arrow points from the second waypoint to a button labeled "Calculate Route".

Step 7: Click on **Make Round Trip**, if you are returning to your work location.

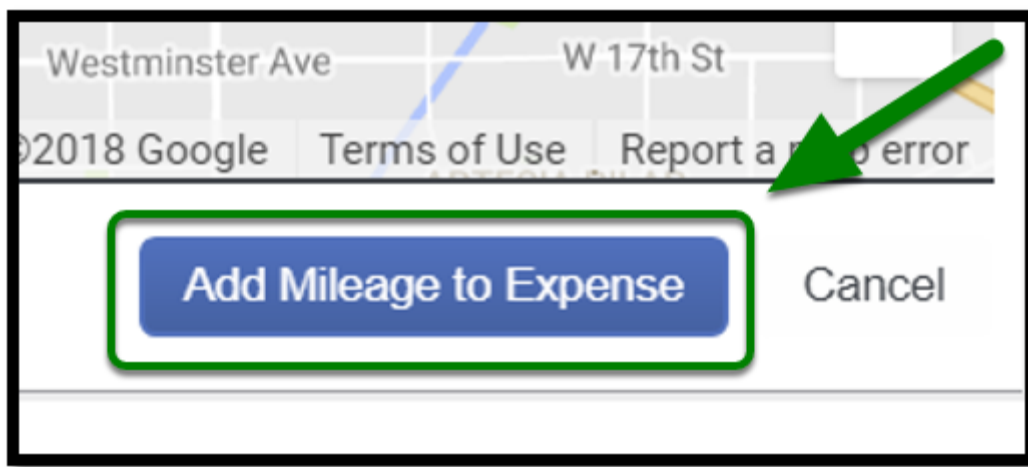
If you made multiple trips throughout the month, you can add it to the same Blanket Travel Expense Report.



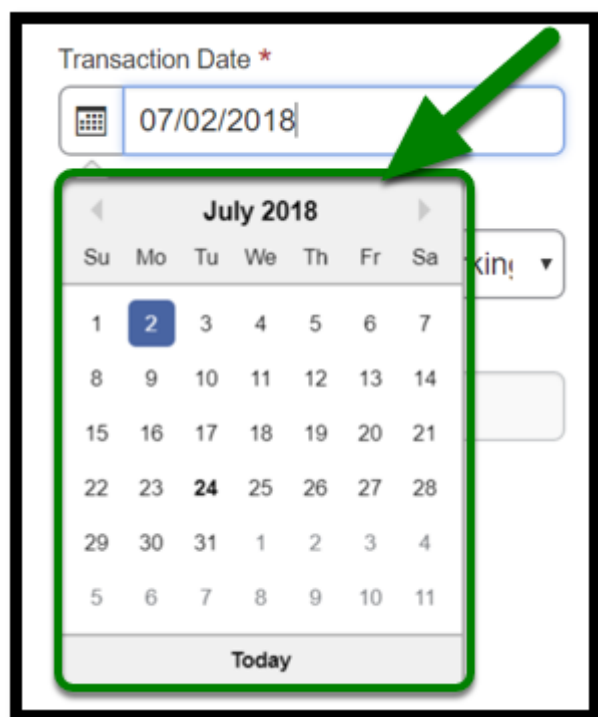
The screenshot shows the same web interface as before, but now with a third waypoint "C" which is an empty text box. To the right of the waypoints, the distance "22.0 MI" is displayed, along with a checkbox labeled "Personal" which is unchecked. A green arrow points from the "22.0 MI" text to a button labeled "Make Round Trip". The "Calculate Route" button is also visible below the waypoints.

 Refer to [Personal Mileage Instructions](#) for more information on how to calculate mileage.

Step 8: When you are done adding your mileage, click on the **Add Mileage to Expense** button.




Step 9: Under **Transaction Date**, click on your travel date.



Step 10: Fill out your **Departure Time** and **Return Time**.

Departure Time ?

9:00 AM



Return Time ?

2:30 PM



! Make sure to include AM or PM when entering **Departure Time** and **Return Time**.

Step 11: Under **Type of Work Day**, click on the appropriate option.

Type of Work Day * ?

Report/Trip Purpose *

Regularly Scheduled Work Day

Blanket Travel (Mileage/Parking)

Regularly Scheduled Day Off

Regularly Scheduled Work Day - Depart Home/Other Trip Location

Regularly Scheduled Work Day - Depart Home/Return Home

Regularly Scheduled Work Day - Depart Home/Return Work Location

Regularly Scheduled Work Day - Depart Work Location/Return Home

Regularly Scheduled Work Day - Depart Work Location/Return Work

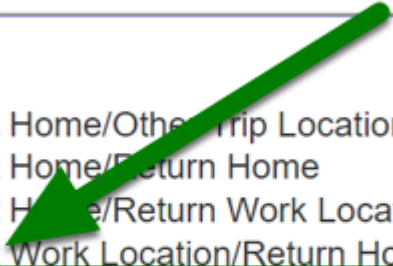
Regularly Scheduled Work Day - Depart Work/Other Trip Location

Regularly Scheduled Work Day - Other Trip Location/Return Home

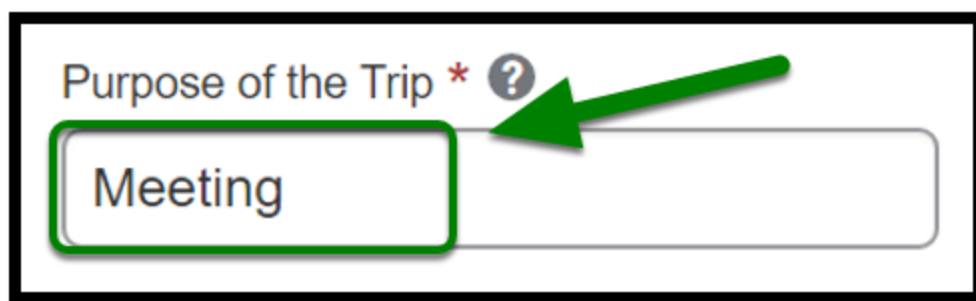
Regularly Scheduled Work Day - Other Trip/Other Trip Location

Regularly Scheduled Work Day - Other Trip/Return Work Location

Supervision of Teachers



Step 12: Under **Purpose of the Trip**, enter in the purpose of your trip if it is different from your report header.



Purpose of the Trip * ?

Meeting

Step 13: Under **Comment**, you may enter in details of the trip, i.e. purpose of your trip.

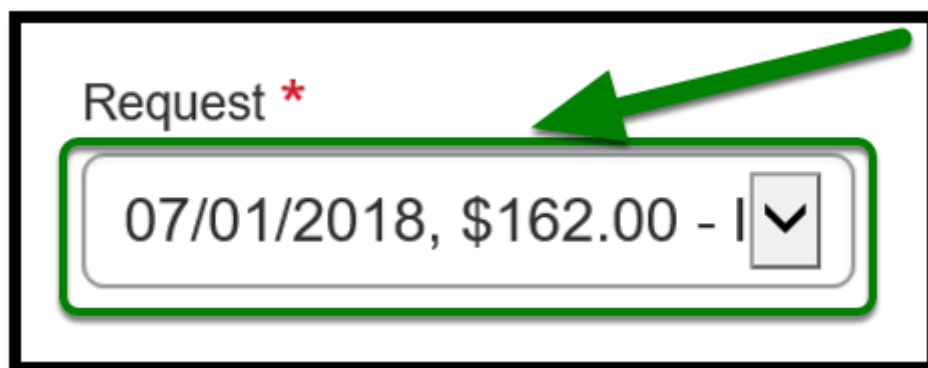


Comment ?

Meeting at the Chancellor's Office.

! If you have an approved paper Blanket Travel Request, enter in the travel document number in the Request ID field. **Example: TR178000**

Step 15: Under **Request** dropdown, click on the approved Blanket Travel Request if you have it available in Concur.



Request *

07/01/2018, \$162.00 - I ▼

Step 16: Once you have filled everything out, click on the **Save Expense** button.

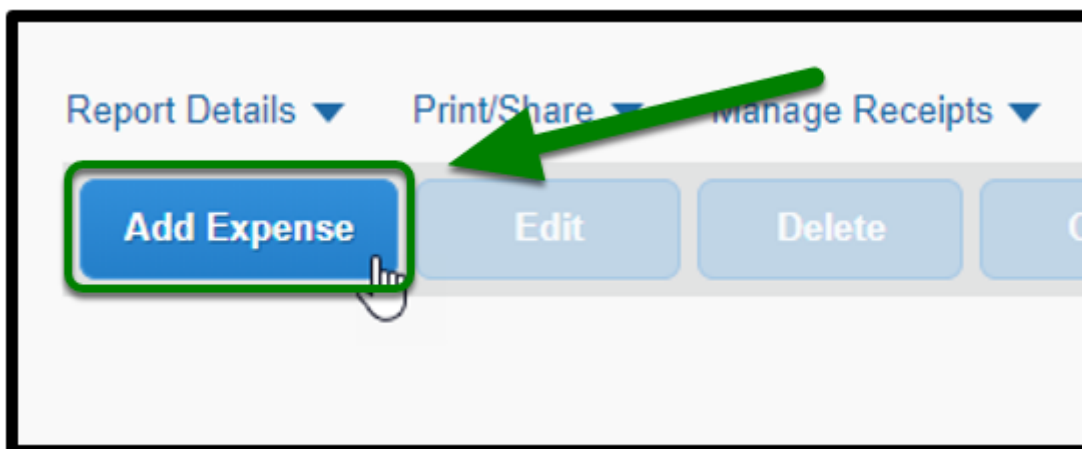


- i** If there are more Personal Car Mileage expenses for that month, repeat the previous steps. For each day there is a Personal Car Mileage expense, a New Expense must be entered.

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Adding Parking Expense

Step 1: If you are claiming parking, click on the **Add Expense** button.



Step 2: A window will pop-up. Click on the **+ Create New Expense** tab.

7

Available Expenses

+

Create New Expense

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date ▼	Amount
<input type="checkbox"/>	Test US Bank Visa	D11 Without Services	Fax services	06/26/2017	\$24.38
<input type="checkbox"/>	Test US Bank Visa	D11 with Services	Direct Marketing ♦ Continuity/Su	06/26/2017	\$84.65
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<input type="checkbox"/>	Test US Bank Visa	Goods	Stationery, Office Supplies, Pri	06/15/2017	\$98.81
<input type="checkbox"/>	Test US Bank Visa	IT Software/Services	Computer Software Stores	06/10/2017	\$67.51

Close

Add To Report

Step 3: Under Transportation, select **Parking**.

0

Available Expenses

+

Create New Expense

Search for an expense type

^ 02. Transportation

Parking

^ 04. Other

Adjustment

Personal/Non Reimbursable

^ Mileage

Personal Car Mileage

Step 4: Under **Transaction Date**, click on your travel date.

Transaction Date *

07/02/2018

July 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today

Step 5: Under **Business Purpose**, enter in the purpose of your trip if it is different from your report header.

Business Purpose

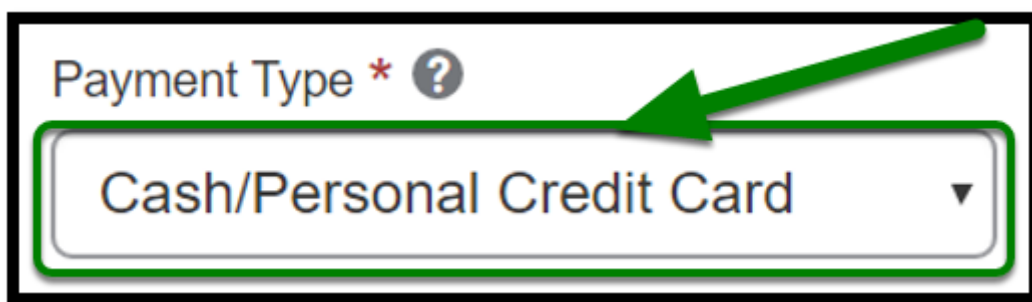
Meeting

Step 6: Under **City**, type in the destination city and state.

City

Long Beach, California

Step 7: Under **Payment Type** dropdown, select the appropriate payment type.

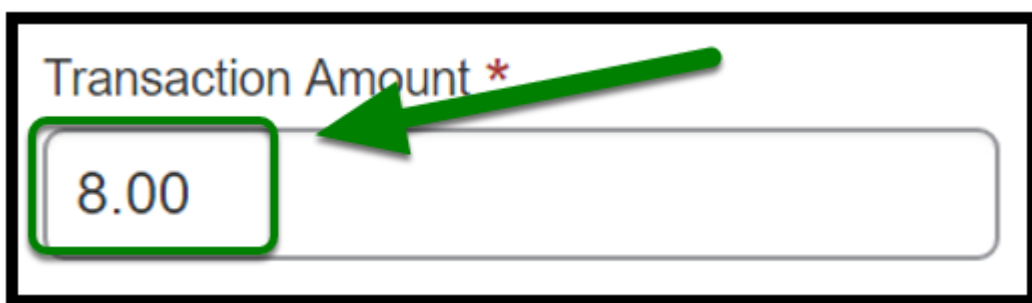


Payment Type * ?

Cash/Personal Credit Card ▼

i If parking was charged to your P-Card, pull the transaction over.

Step 8: Under **Amount**, type in the transaction amount.

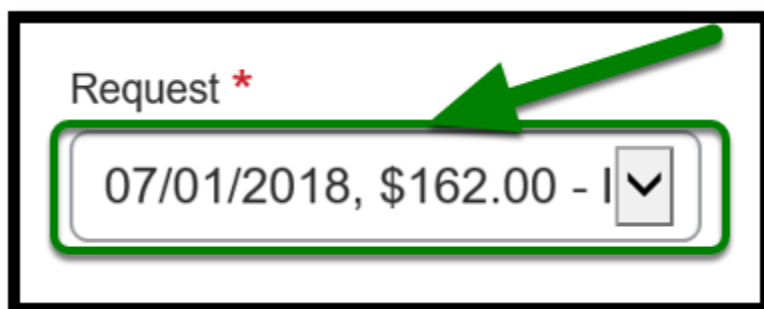


Transaction Amount *

8.00

! If you have an approved paper Blanket Travel Request, enter in the travel document number (TR) number in the Request ID field. **Example:** [TR178000](#)

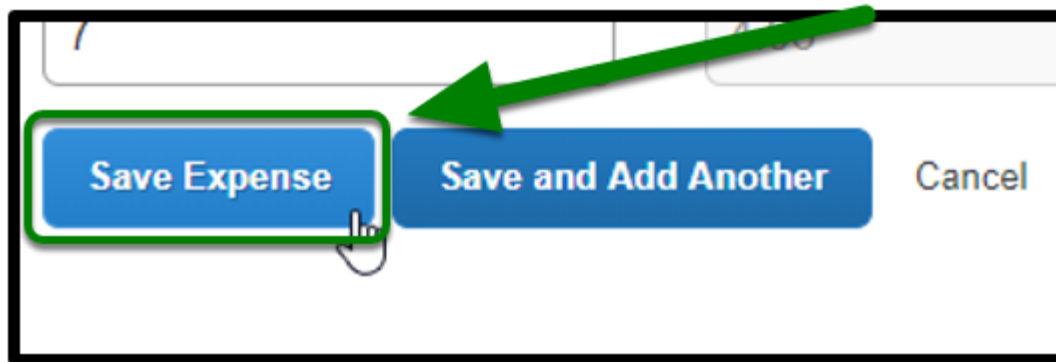
Step 10: Under **Request** dropdown, click on the approved Blanket Travel Request if you have it available in Concur.



Request *

07/01/2018, \$162.00 - I ▼

Step 11: Once you have filled everything out, click on **Save**.



- i If there are more parking expenses for that month, repeat the previous steps.
 - **For each day there is a parking expense, a New Expense must be entered.**
 - **If the parking expense was a multiple day pass, enter it once and provide comments explaining the number of days it was used for.**

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Blanket Travel Expense Report Checklist

- 💡 If you would like to use a checklist, click on [Blanket Travel Expense Report Checklist](#).

Need more help?

- i Contact Concur Support at concur@fullerton.edu or at 657-278-3600.