

# Personal Mileage

These instructions cover how to calculate your personal mileage for the following situations:

- If you used your personal vehicle for the trip
- If you were dropped off/picked up at the airport/train station by a family member/other

If travel took place on a scheduled work day and the traveler Departed / Returned Home, mileage may be claimed from the lesser of the two distances; Work Location or Home.

If travel took place on a non-scheduled work day, mileage may be claimed from your Home.


Please refer to the following Quick Guides for more detailed information on adding other expenses:

- [Hotel Itemization \(UI Upgrade\)](#)
- [Actual Per Day Meal Expense \(UI Upgrade\)](#)

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

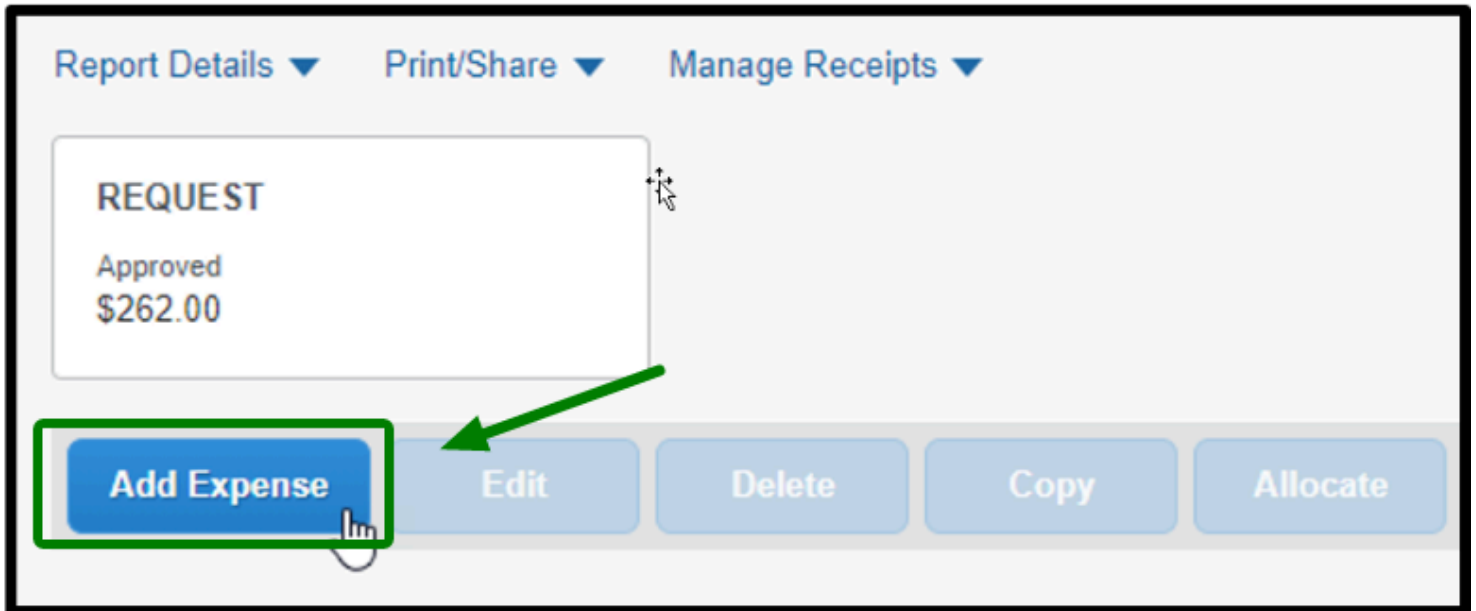
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 If you need assistance with logging into Concur, please go to [Logging into Concur](#).....0.

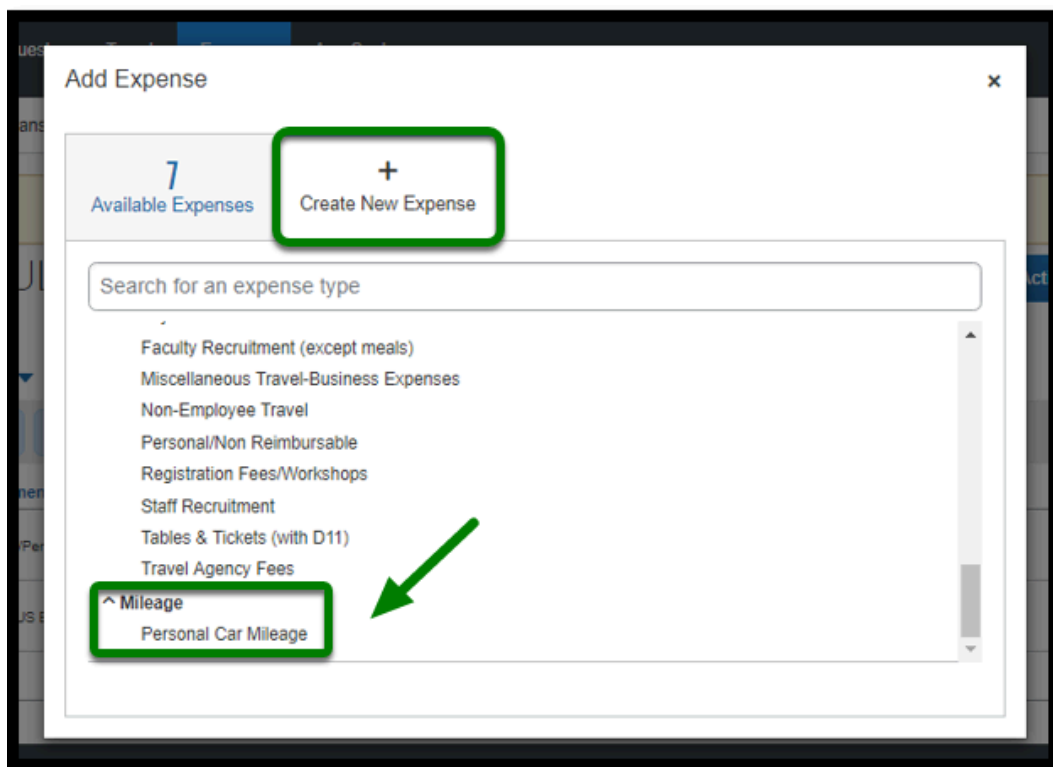
# Personal Car Mileage Expense

**Step 1:** Select the **Add Expense** button.



**Step 2:** From there, a window with all your available expenses and the option to create a new expense will appear. Click on the **Create New Expense** tab.

Then scroll down and select **Personal Car Mileage** under Mileage.



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## Calculating Mileage Reminders



*When calculating and claiming mileage, consider the following:*

### Direct Trips

- Direct trips between the employee's residence and their designated work location are considered commuting miles and are not reimbursable.

### Scheduled Work Day

- Claim mileage from the lesser of the two distances: work location or home.

## Non-Scheduled Work Day

- Claim mileage from your home.

## Private Vehicle

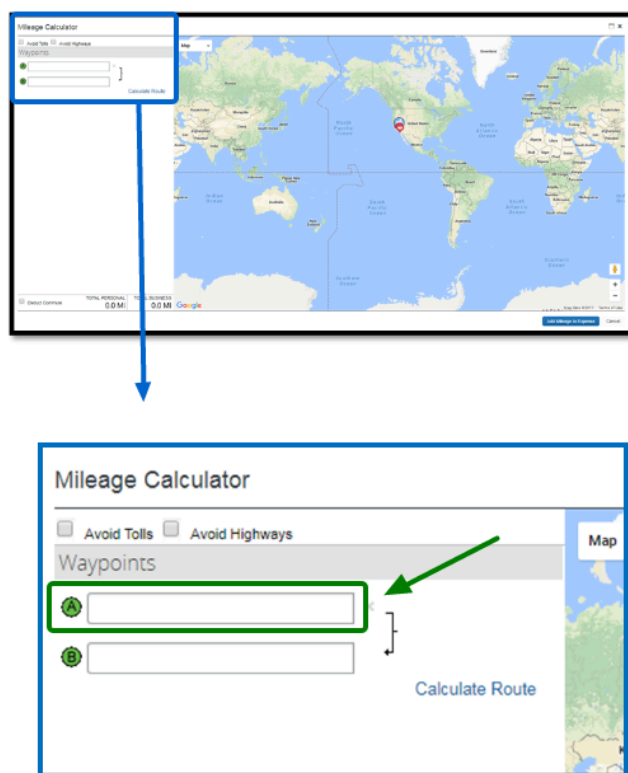
- When the traveler decides to change transportation mode(i.e. drive a private vehicle instead of flying to a travel destination) the traveler will be reimbursed only for the lesser of the transportation expense.
  - Either mileage reimbursement or mileage up to the airfare equivalent based on a regular coach fare available for the location of travel, plus transportation costs to and from the terminals.
  - Documentation of the cost of a regular coach in effect at the time of travel and transportation costs to and from the terminals are required and must be attached to the Expense Report.
- When a traveler is authorized to drive a private vehicle to and from a common carrier terminal, mileage may be reimbursed as follow:
  - One round trip, including parking for the duration of the trip. **OR**
  - Two Round trips, including short-term parking expenses when an employee is driven to a common carrier (Explanation required in the Comment field).

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## Mileage Calculator

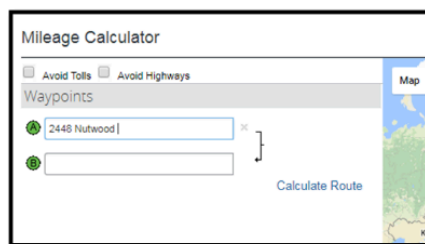
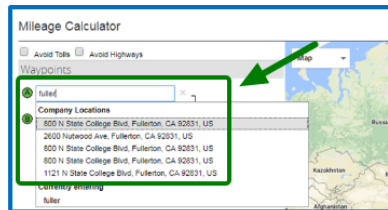
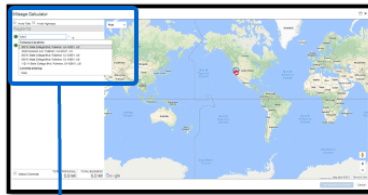
**Step 1:** A Mileage Calculator window will open.

Below Waypoints, type in your starting location in A.

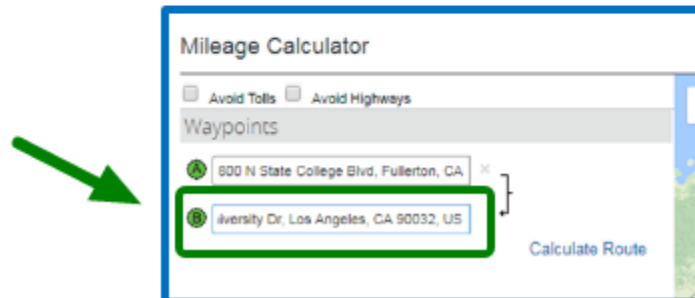
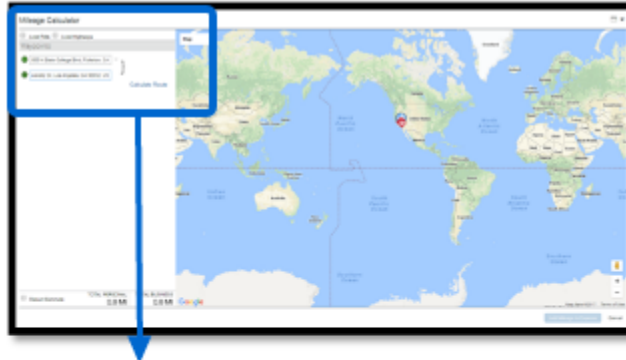


**Step 2:** Make sure you know and enter the full address of the location, as the fields will automatically generate a variety of locations.

💡 If you are starting from work, you will be using your building's address as the CSUF business location.

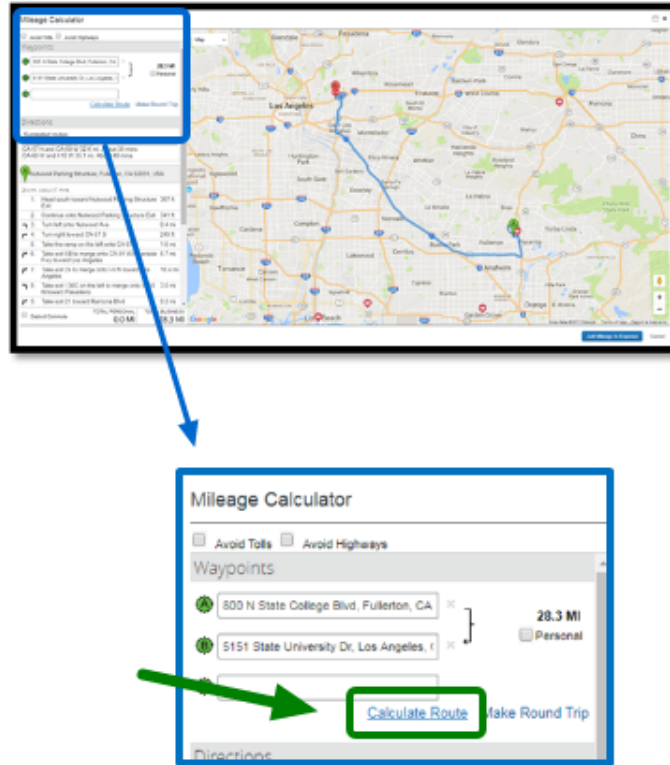


**Step 3:** Fill in the location you are heading to in Point B.



**Step 4:** Once you have the Point A and B locations, select **Calculate Route**.

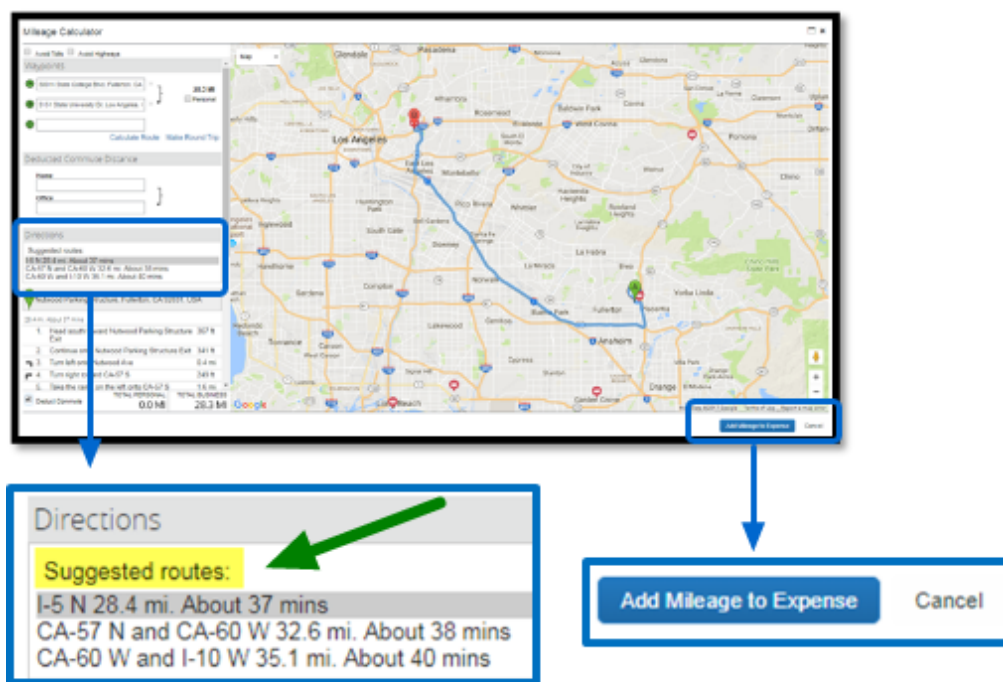
💡 You may use the Round Trip option if you are traveling on the same day or are being dropped off at the airport/train station.



**Step 5:** Your route is now calculated on the map.

You can adjust which route you will be taking under Directions by selecting a **Suggested Route**. Click on the **Add Mileage to Expense** button when you have confirmed the route for your travel.





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## Calculating Distance Amount

**Step 1:** Fill in the required fields (as indicated by the red asterisks) and the appropriate fields.

[Mileage Calculator](#) | [Allocate](#)

\* Indicates required field

Expense Type * <a href="#">?</a> Personal Car Mileage		Transaction Date * 07/23/2018	Departure Time <a href="#">?</a> 8:00 AM
Return Time <a href="#">?</a> 5:00 PM	Type of Work Day * <a href="#">?</a>	Report/Trip Purpose * Conference	Purpose of the Trip * <a href="#">?</a> Concur Training
From Location * 800 N State College Blvd,	To Location * 5151 State University Dr, I	Payment Type <a href="#">?</a> Cash/Personal Credit Card	Request ID
Comment <a href="#">?</a>			

Distance: 28      Amount: 15.26      Currency: US, Dollar      Reimbursement Rates: 0 and above – USD 0.545 per mile

[Save Expense](#)    [Save and Add Another](#)    [Cancel](#)

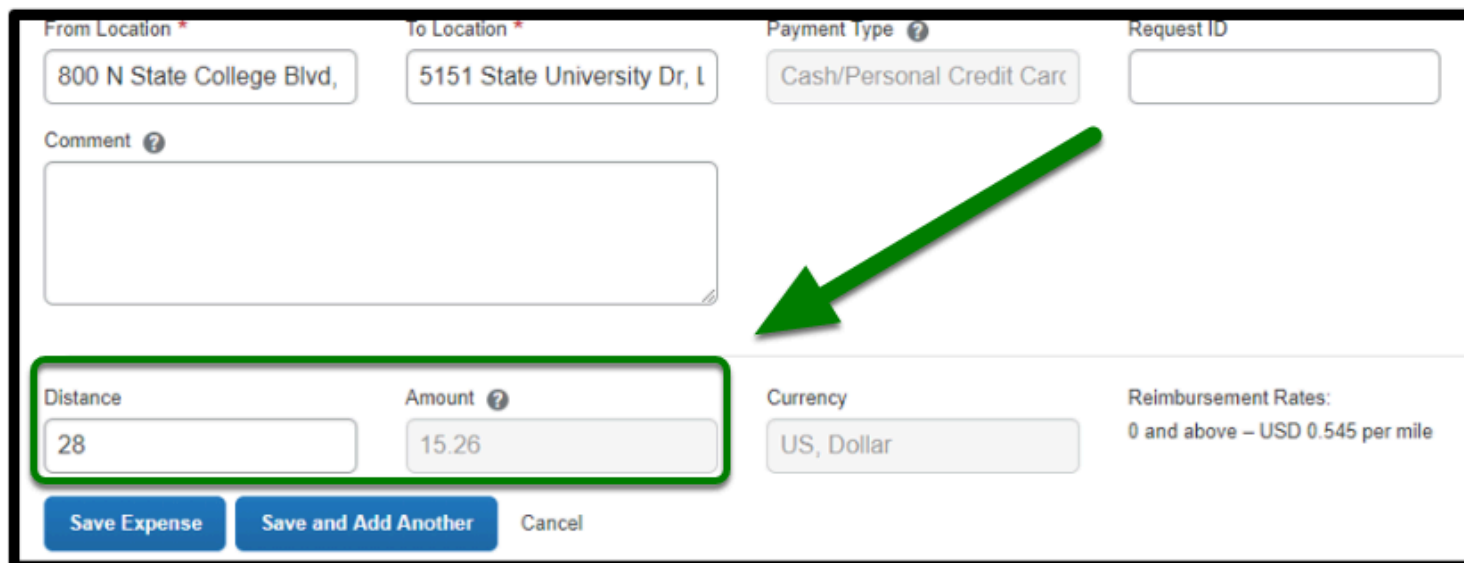
**Step 1a:** For **Type of Work Day**, you will have the following options to choose from:  
Select the appropriate option.

Type of Work Day [?](#)

- Depart Home/Other Trip Location - Scheduled Work Day
- Depart Home/Return Home - Scheduled Work Day
- Depart Home/Return Work Location - Scheduled Work Day
- Depart Work Location/Return Home - Scheduled Work Day
- Depart Work Location/Return Work - Scheduled Work Day
- Depart Work/Other Trip Location - Scheduled Work Day
- Other Trip Location/Return Home - Scheduled Work Day
- Other Trip/Other Trip Location - Scheduled Work Day
- Other Trip/Return Work Location - Scheduled Work Day
- Regularly Scheduled Day Off
- Supervision of Teachers

**Step 2:** Your number of miles will be calculated in the **Distance** field.

The reimbursement amount is automatically calculated based on your distance and input into the **Amount** field.



The form contains the following fields and elements:

- From Location \***: 800 N State College Blvd,
- To Location \***: 5151 State University Dr, L
- Payment Type ?**: Cash/Personal Credit Card
- Request ID**: (Empty field)
- Comment ?**: (Empty text area)
- Distance**: 28
- Amount ?**: 15.26
- Currency**: US, Dollar
- Reimbursement Rates**: 0 and above – USD 0.545 per mile
- Buttons**: Save Expense, Save and Add Another, Cancel

A green rectangular box highlights the **Distance** and **Amount** fields. A large green arrow points from the top right towards the **Request ID** field.

**Step 3:** Ensure to add your **Request ID** for every expense before submitting your Expense Report. Then click on the **Save Expense** button.

**Reminder:** Your Request ID is your TR#.

**Mileage Calculator** | **Allocate**

\* Indicates required field

Expense Type \*

Transaction Date \*

Departure Time \*

Return Time \*

Type of Work Day \*

Report/Trip Purpose \*

Purpose of the Trip \*

From Location \*

To Location \*

Payment Type \*

Request ID

Comment

Distance

Amount

Currency

Reimbursement Rates: 0 and above – USD 0.545 per mile

Request ID  
36CD

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## Mileage Adjustments

**Step 1:** You may adjust mileage by selecting **Adjustment** under Other, if needed.

An example includes claiming lesser of airfare and mileage.

! Required documentation must be uploaded.

**Step 2:** From there, you will fill out the required fields and add a comment explaining the reason for the adjustment.

! Make sure the Transaction Date matches the date that the car mileage took place on.

Details Itemizations Hide Receipt

Allocate

\* Indicates required field

Expense Type \* ?  
Adjustment

Transaction Date \*  
07/23/2018

Report/Trip Purpose \*  
Conference

Business Purpose  
Concur Training

Payment Type \* ?  
Cash/Personal Credit C

Amount \*  
-30.00

Currency \*  
US, Dollar

Comment  
Adjusting personal car mileage expense.

Attach Receipt Image

Save Expense Save and Add Another Cancel

**Step 3:** In the amount box, put a negative sign "-" in front of the dollar amount and that will deduct the amount from the Expense Report.

Business Purpose  
Concur Training

Payment Type \* ?  
Cash/Personal Credit C

Amount \*  
-30.00

Currency \*  
US, Dollar

Comment  
Adjusting personal car mileage expense.

Save Expense Save and Add Another Cancel




**Step 4:** When you are finished filling out the required fields, click on the **Save Expense** button.


The screenshot shows the 'Details' tab of an expense entry form. The form includes fields for Expense Type (set to 'Adjustment'), Transaction Date (07/23/2018), Report/Trip Purpose (Conference), Business Purpose (Concur Training), Payment Type (Cash/Personal Credit C), Amount (-30.00), and Currency (US, Dollar). A comment box contains the text 'Adjusting personal car mileage expense.' At the bottom, three buttons are visible: 'Save Expense' (highlighted with a green box and a green arrow), 'Save and Add Another', and 'Cancel'. To the right of the form is a large red-bordered area with a red plus icon and the text 'Attach Receipt Image'.

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## Mileage Exceptions

**Step 1:** Your Personal Car Mileage expense has been added to the expense report.


Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash/Personal Credit Card	Personal Car Mileage		07/26/2018	\$15.26
<input type="checkbox"/>			Adjustment		07/25/2018	\$-500.00
<input type="checkbox"/>			Adjustment		07/25/2018	\$-30.00
<input type="checkbox"/>		Test US Bank Visa	Rental Car	VALUE RENT-A-CAR Fullerton, Nebraska	06/20/2017	\$302.12

Edit	Delete	Copy	Allocate	Combine Expenses	Move to ▼
Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Cash/Personal Credit Card	Personal Car Mileage		07/26/2018	\$15.26


**Step 2:** Once you've added your Mileage expense, you will see alerts displayed above your expenses.


Be sure to read through all the Alerts as they will vary depending on the expense.


Manage Expenses
View Transactions

 Alerts: 3

EXPENSE | Personal Car Mileage | 07/03/2018 | \$32.16

 This report contains expense(s) outside of the trip dates, please review for accuracy. [View](#)

 Information Only: Mileage is calculated from work location [View](#)

 Information Only: When submitting an Expense Report for blanket travel, the report start date and the report end date must be changed to the month in which you were traveling. [View](#)

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# Travel Expense Report Checklist

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

## Need more help?

 Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu) or at 657-278-3600.