UNIVERSITY OF SOUTH ALABAMA
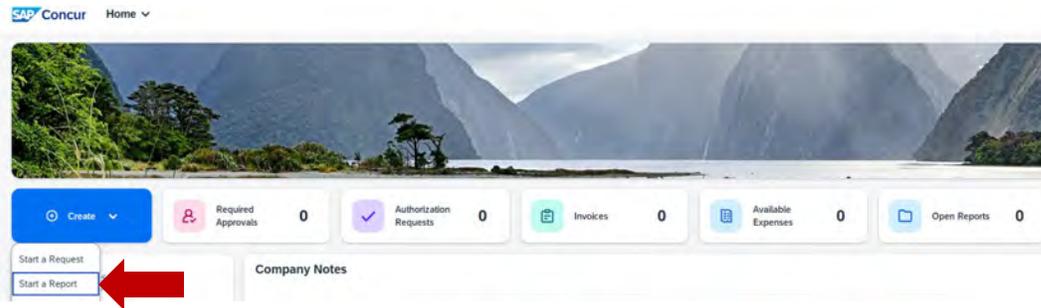
FLAGSHIP OF THE GULF COAST®

Concur
Local Mileage Expense Manual

Procurement Card and Travel Services
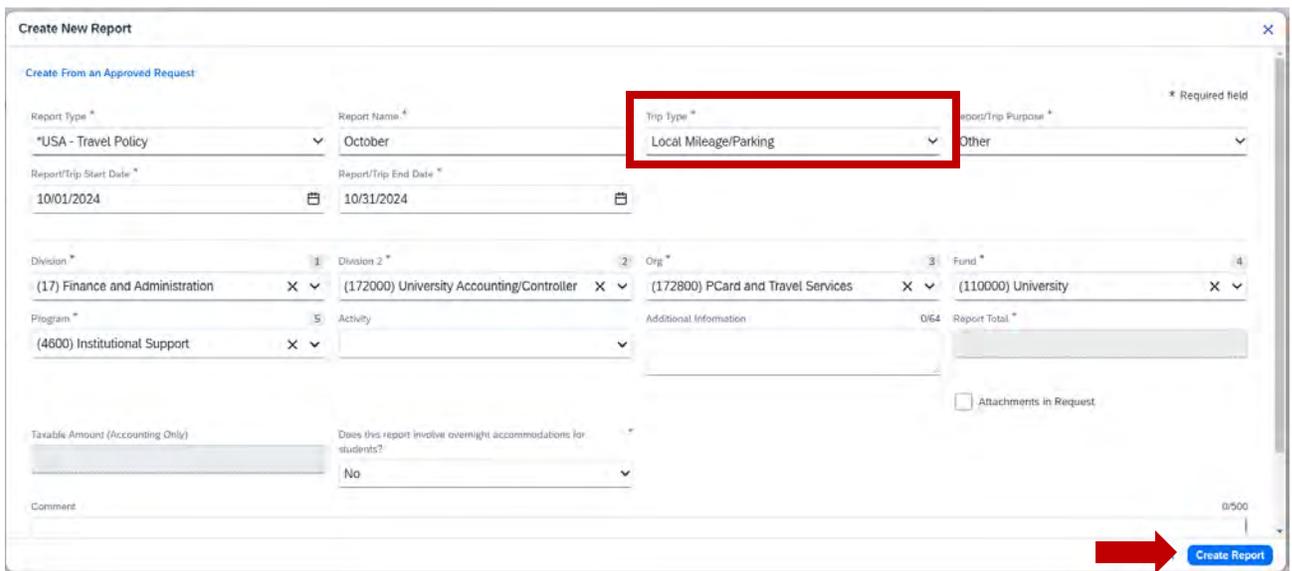
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pcardandtravelsvcs@southalabama.edu

Ready. South. Go.

**1.** Log into Concur and **click Create and select Start a Report**.

3. Complete all required fields of the Header. *Required fields are marked with a red asterisk next to the field name.* Make sure the Trip Type is, **Local Mileage/Parking**. Then click **Create Report**.

4. To add mileage click **Add Expense**.

5. Select the **New Expense** tab. In the searchable field begin typing the expense type you wish to add, e.g. **Car**. Then select the Car Mileage-Local.
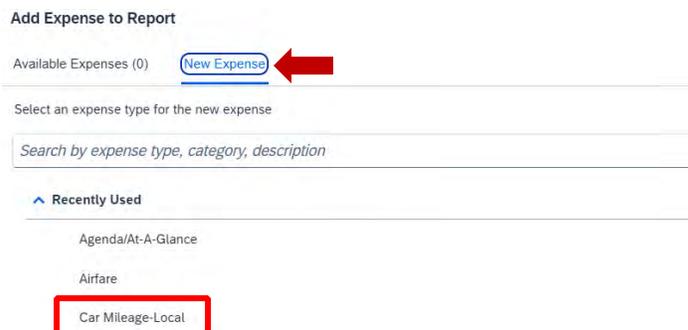
6. Complete the **Transaction Date** and **Mileage Purpose** fields then select **Mileage Calculator**.

7. Add your **Waypoints** (to & from) to the Mileage Calculator and click **Make Round Trip** if it is round trip. Then click **Add Mileage to Expense**. **(If your home address is included in the waypoints see mileage scenarios on page 3 to determine how to handle.)**

8. Click **Save Expense** or **Save and Add Another.**

Notes:

If you click **Save and Add Another** you can select Car Mileage-Local from the Expense Type drop-down then follow steps 6-8.

New Expense

Details   Itemizations

* Required field

Expense Type *

Search for an expense type   🔍

Recently Used

Car Mileage-Local

Agenda/At-A-Glance

If you select **Save Expense** you will see your report and the option to **Add Expense**. To add more mileage click **Add Expense** and select **Car Mileage-Local** and repeat steps 6-8.

October $0.00   Submit Report   Delete Report

Not Submitted | Report Number: DG8NKL

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   View Available Receipts ▦

Expenses   ⊕ Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move ⌄

9. After you have added all mileage and you are ready to submit, click **Submit Report**.

MILEAGE SCENARIOS

Mileage – 3 situations - **Must use actual addresses to obtain accurate mileage to be reimbursed**

- Work Base address to location and back.
- Home to location and then to Work – or - Work to location and then Home – **MUST** deduct commute mileage (we cannot pay for your mileage to or from work – this includes weekends and holidays.) See how to deduct commute mileage below.
- Home to location and back Home – this can only be done if the mileage is **less than** from your work base – if mileage is less from the work base address then the work base address must be used to get reimbursable mileage amount.

HOW TO DEDUCT COMMUTE MILEAGE *(do not select Deduct Round Trip)*

Once you have entered your waypoints in the Mileage Calculator select Deduct commute. Make sure the home and work address fields are complete then, select Add Mileage to Expense.