



UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

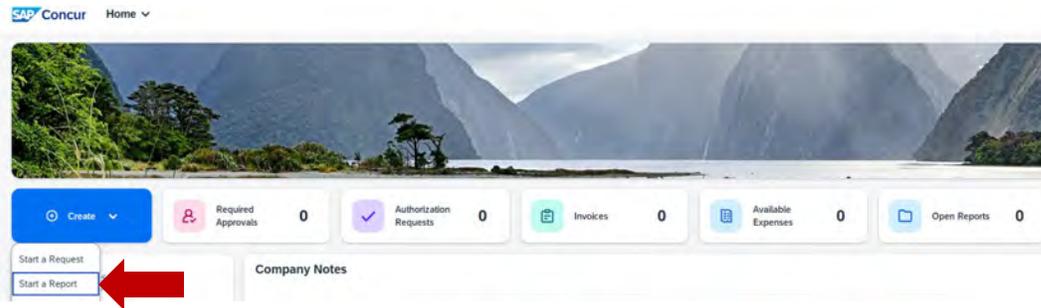
Concur Local Mileage Expense Manual

Procurement Card and Travel Services

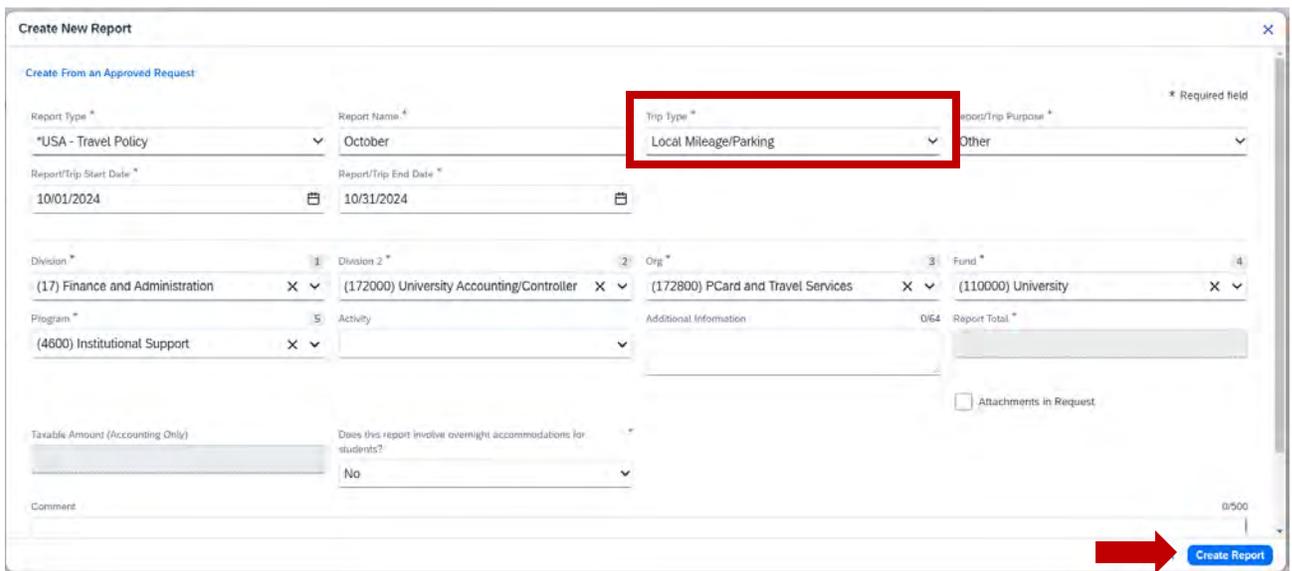
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Ready. South. **Go.**

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



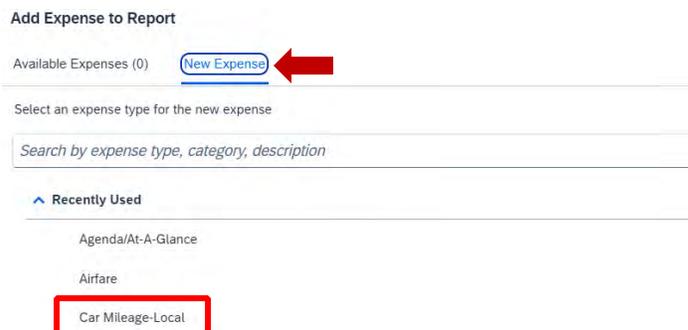
3. Complete all required fields of the Header. *Required fields are marked with a red asterisk next to the field name.* Make sure the Trip Type is, **Local Mileage/Parking**. Then click **Create Report**.



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**.

The screenshot shows the 'New Expense' form. The 'Mileage Calculator' tab is selected, indicated by a red arrow. The 'Transaction Date' field is set to '10/15/2024' and the 'Mileage Purpose' field is set to 'Meeting', both highlighted with a red box. Other fields include 'Expense Type' (Car Mileage-Local), 'From Location', 'To Location', 'Mileage Start Time', 'Mileage End Time', 'Distance' (0), 'Amount' (0.00), 'Currency' (US, Dollar (USD)), and 'Reimbursement Rates' (USD 0.67 per mile). There are 'Save Expense' and 'Cancel' buttons at the top right, and a 'Show Receipt' link.

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.)

The screenshot shows the 'Mileage Calculator' map interface. Two waypoints are added: '650 Clinic Dr., Mobile, AL 36688, US' and 'MCI 1660 Springhill Avenue, Mobile, AL ...'. The 'Make Round Trip' option is selected. The map shows a route between these two locations. The 'Directions' section provides route details, including 'Suggested routes' and '1. Frederick St., Mobile, AL 36608, USA'. The 'TOTAL PERSONAL' distance is 0.0 MI and 'TOTAL BUSINESS' is 6.9 MI. The 'Add Mileage to Expense' button is highlighted with a red box.

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

The screenshot shows the 'New Expense' form with the 'Mileage Calculator' tab selected. The 'Transaction Date' is '10/15/2024' and the 'Mileage Purpose' is 'Meeting'. The 'From Location' is '650 Clinic Dr., Mobile, AL 36688, US' and the 'To Location' is 'MCI 1660 Springhill Avenue, Mobile, AL ...'. The 'Distance' is '7' and the 'Amount' is '4.69'. The 'Currency' is 'US, Dollar (USD)' and the 'Reimbursement Rates' is 'USD 0.67 per mile'. The 'Save Expense' and 'Save and Add Another' buttons are highlighted with a red box.

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.



The screenshot shows the 'New Expense' form with the 'Details' tab selected. The 'Expense Type' field is a required field with a search bar. Below the search bar, the 'Recently Used' section lists 'Car Mileage-Local' and 'Agenda/At-A-Glance'. A red arrow points to the 'Car Mileage-Local' option in the dropdown menu.

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.



The screenshot shows the expense report summary for October with a total of \$0.00. It includes options to 'Submit Report' and 'Delete Report'. Below the summary, there are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. At the bottom, there is an 'Expenses' section with an 'Add Expense' button highlighted by a red arrow, along with other options like 'Edit', 'Delete', 'Copy', 'Allocate', 'Custom Expense', and 'More'.

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.