

USA

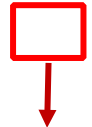


Concur

Local Mileage Expense Manual

Procurement Card and Travel Services

Log into Concur and



Complete all required fields of the Header. *Required fields are marked with a red asterisk*. Make sure the Trip Type is, . Then click .



To add mileage click



Select the tab. In the searchable field begin typing the expense type you wish to add, e.g. . Then select the Car Mileage-Local.



Complete the _____ and _____ fields then select _____.



Add your _____ (to & from) to the Mileage Calculator and click _____ if it is round trip. Then click _____



Click

New Expense Cancel Save Expense

[Details](#) [Itemizations](#) [Show Receipt](#)

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

Expense Type * Transaction Date * Mileage Purpose *

From Location * To Location * Mileage Start Time Mileage End Time

Comment

Distance * Amount Currency Reimbursement Rates

Save Expense Save and Add Another Cancel

Notes:

If you click
6-8.

you can select Car Mileage-Local from the Expense Type drop-down then follow steps



If you select
and select

you will see your report and the option to
and repeat steps 6-8.

. To add more mileage click

