



UNIVERSITY OF SOUTH ALABAMA

Concur Local Mileage Expense Manual

Procurement Card and Travel Services

<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>

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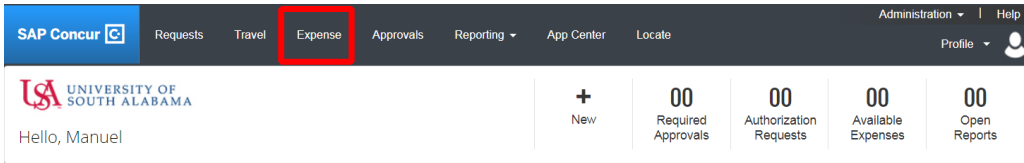
Revised November 15, 2019



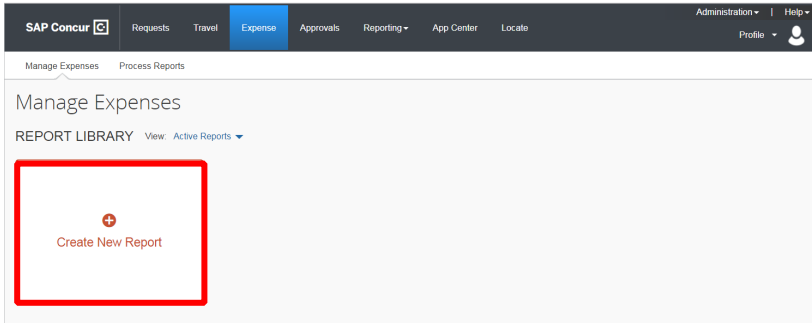
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ALUMNI PLAZA

1. Log into Concur and select **Expense**.



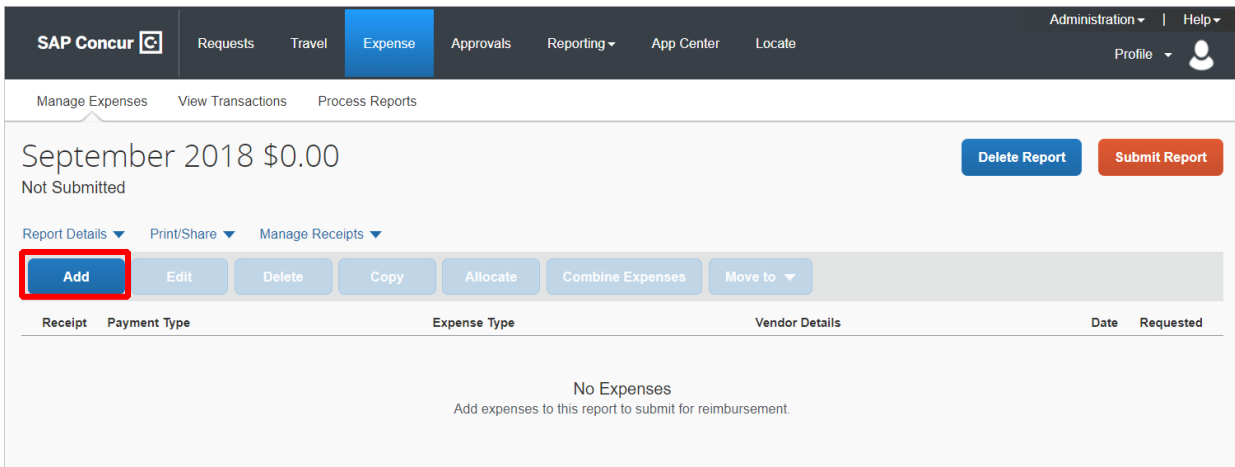
2. Click **Create New Report**.



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

The screenshot shows the 'Create New Report' form in SAP Concur. The form contains several fields, many of which are marked with a red asterisk to indicate they are required. A red box highlights the 'Trip Type' dropdown menu, which is set to 'Local Mileage/Parking'. Other required fields include 'Report Type', 'Report Name', 'Report/Trip Start Date', 'Report/Trip End Date', 'Division', 'Division 2', 'Org', 'Fund', and 'Program'. There are also optional fields for 'Additional Information', 'Attachments in Request', 'Activity', and 'Taxable Amount (Accounting Only)'. At the bottom right of the form, there is a 'Cancel' button and a 'Create Report' button (highlighted with a red box).

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



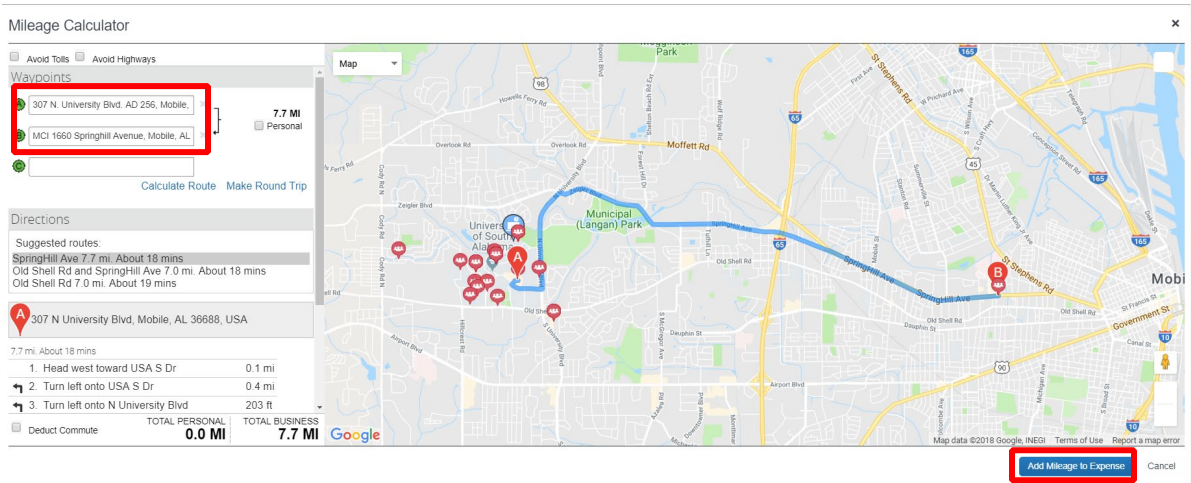
5. Select the **Create New Expense** tab. In the searchable field begin typing the expense type you wish to add, e.g. **Car**. Then select the Car Mileage-Local.

The screenshot shows the 'Add Expense' dialog box. At the top left, it says '0 Available Expenses'. To the right is a '+ Create New Expense' button. Below this is a search bar containing the text 'car'. Underneath the search bar, there are several expandable categories: '^ Recently Used' (with 'Car Mileage-Local' listed), '^ 02. Transportation' (expanded, with 'Car Mileage-Local', 'Car Mileage-Travel Status', 'Car Rental', and 'Car Service/Limousine' listed), and '^ 07. Other' (with 'Other Purchasing Card Transactions' listed). A blue arrow points from a box labeled 'Searchable field' to the search bar. Another blue arrow points from a box labeled 'Select' to the 'Car Mileage-Local' option under the '02. Transportation' category.

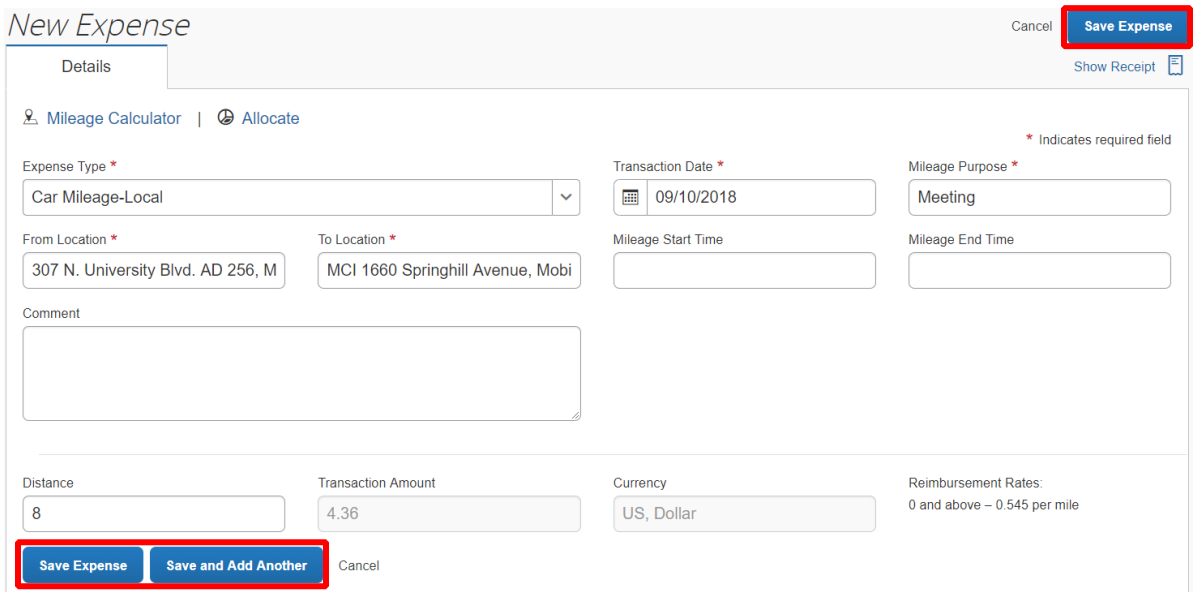
6. Complete the **Transaction Date** and **Mileage Purpose** fields then select **Mileage Calculator**.

The screenshot shows the 'New Expense' form. At the top right, there are 'Cancel' and 'Save Expense' buttons. Below that is a 'Show Receipt' link. The form has a 'Details' tab selected. Under the tab, there is a link for 'Mileage Calculator' (highlighted with a red box) and an 'Allocate' button. The form fields are: 'Expense Type *' (dropdown menu set to 'Car Mileage-Local'), 'Transaction Date *' (calendar icon, date '09/10/2018'), 'Mileage Purpose *' (text field with 'Meeting'), 'From Location *' (text field), 'To Location *' (text field), 'Mileage Start Time' (text field), 'Mileage End Time' (text field), 'Comment' (text area), 'Distance' (text field with '0'), 'Transaction Amount' (text field with '0.00'), 'Currency' (dropdown menu with 'US, Dollar'), and 'Reimbursement Rates: 0 and above - 0.545 per mile'. At the bottom, there are 'Save Expense', 'Save and Add Another', and 'Cancel' buttons.

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 4 to determine how to handle.)

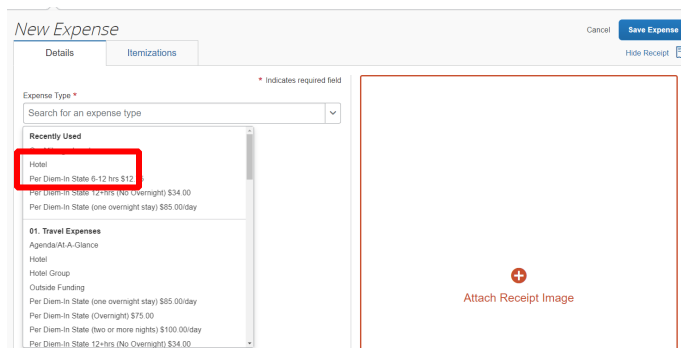


8. Click **Save Expense** or **Save and Add Another**.



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.



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

September 2018 \$4.36
Not Submitted

Report Details Print/Share Manage Receipts

Add Edit Delete Copy Allocate Combine Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	znotusedCash	Car Mileage-Local		09/10/2018	\$4.36
					\$4.36

NOTE: If you need to allocate any expense to multiple funding sources then, see the manual titled "NextGen How to Allocate an Expense" located at, <https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/concur/concurhowto.html>.

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.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- 1905 Timberly Rd W, Mobile, AL 36609, 8.8 MI
- MCI 1660 Springhill Avenue, Mobile, AL, 7.2 MI
- 650 Clinic Dr., Mobile, AL 36688, US, Personal

Calculate Route Make Round Trip

Deducted Commute Distance

Home: 1905 Timberly Rd W, Mobile, AL 36609, 4.4 MI

Office: 650 Clinic Dr., Mobile, AL 36688, US, Deduct Round Trip

Directions

1905 Timberly Rd S, Mobile, AL 36609, USA

Deduct Commute

TOTAL PERSONAL 4.4 MI TOTAL BUSINESS 11.6 MI