UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Concur
Local Mileage Expense Manual

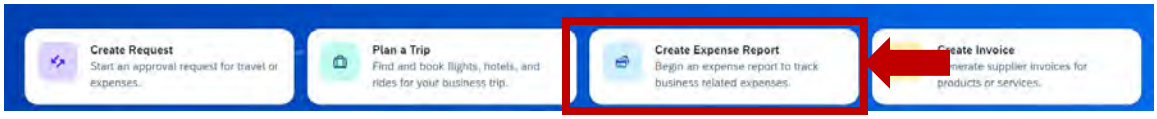
Procurement Card and Travel Services

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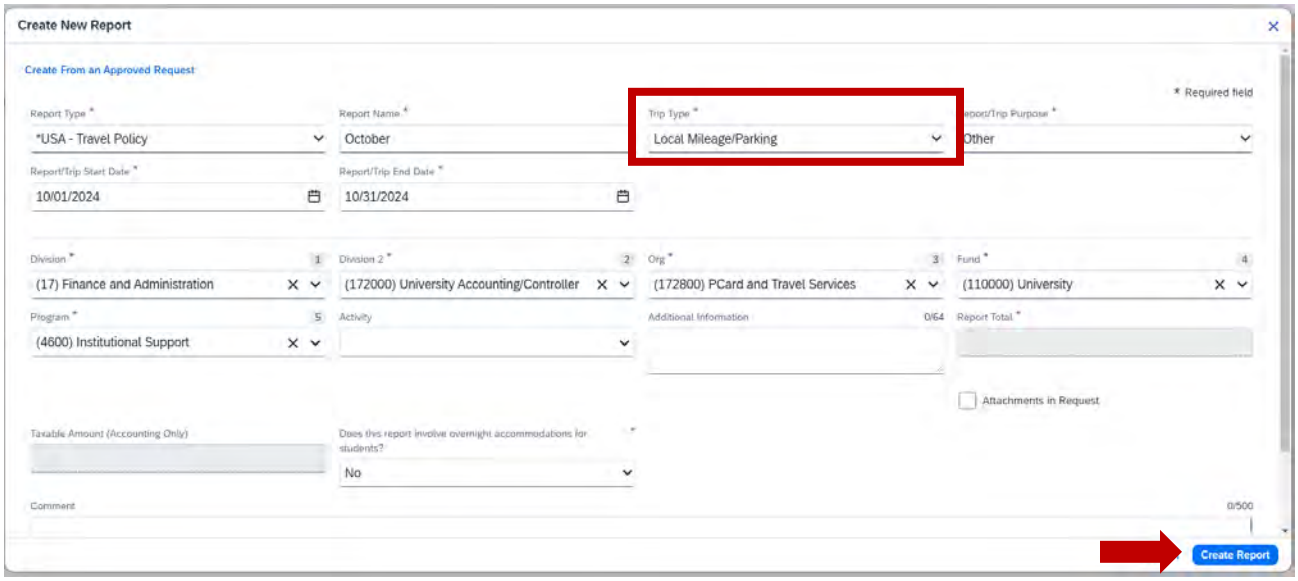
Ready. South. Go.

Rev 08.25.26

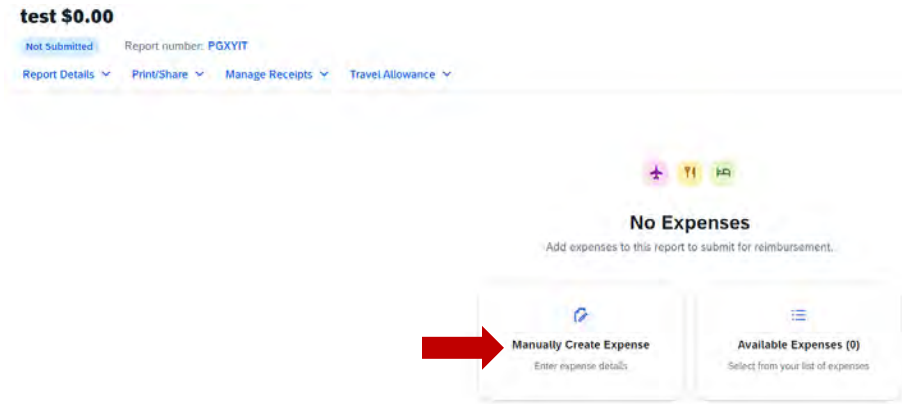
1. Log into Concur and **click Create Expense Report**.



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 **Manually Create Expense**.

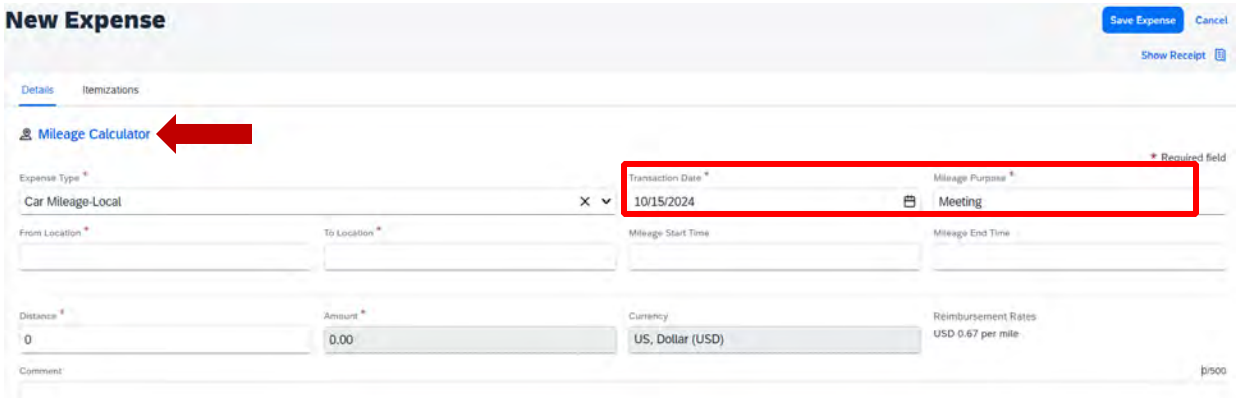


5. In the searchable field begin typing the expense type you wish to add, e.g. **Car**. Then select the Car Mileage-Local.

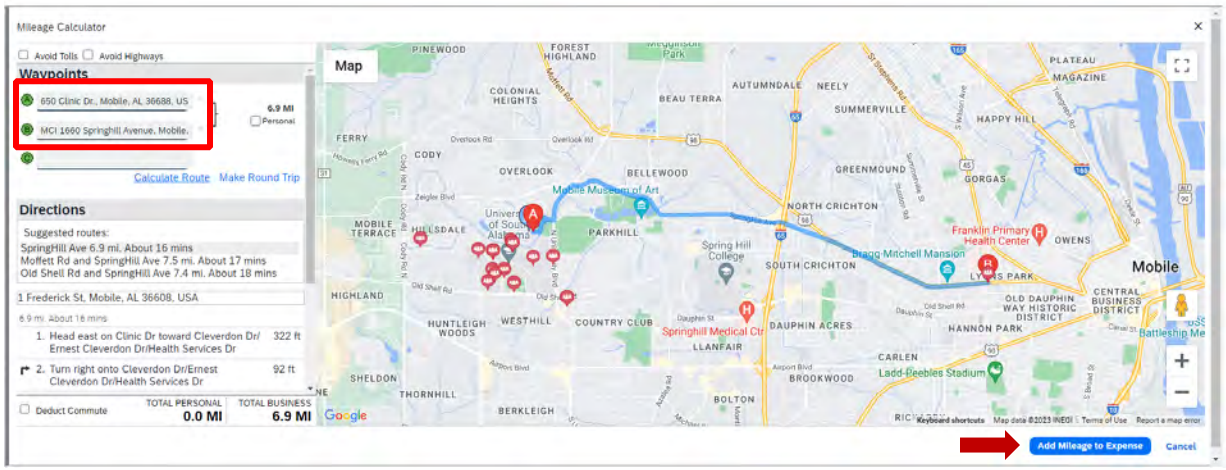


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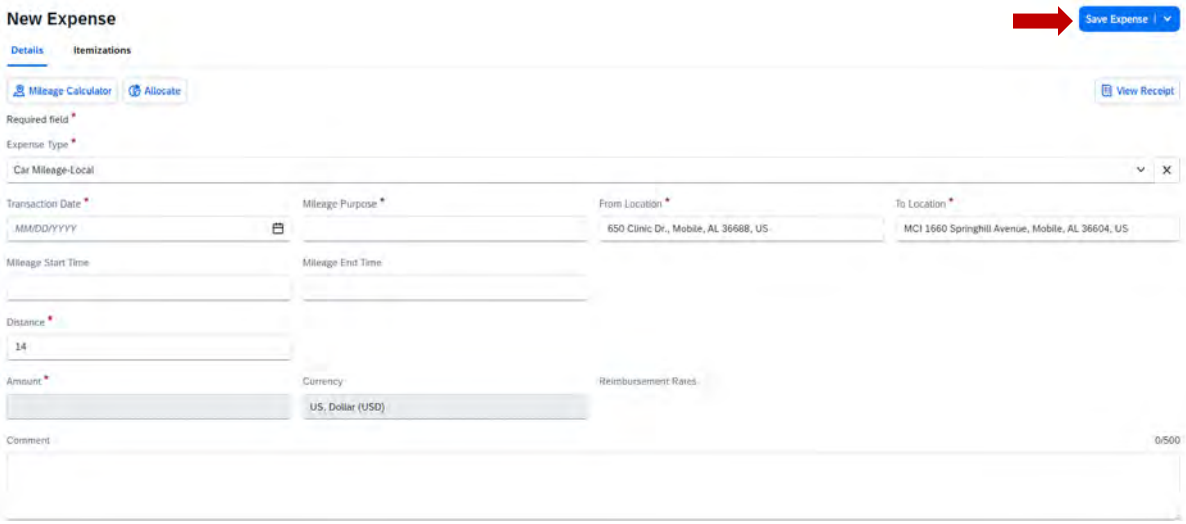
6. Complete the **Transaction Date** and **Mileage Purpose** fields then select **Mileage Calculator**.



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.**



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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 Expense**. To add more mileage click **Add Expense** – **Manually Create Expense** - **Car Mileage-Local** and repeat steps 6-8.



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.