



UNIVERSITY OF  
SOUTH ALABAMA

**Concur**  
**Local Mileage Expense Manual**

**Procurement Card and Travel Services**

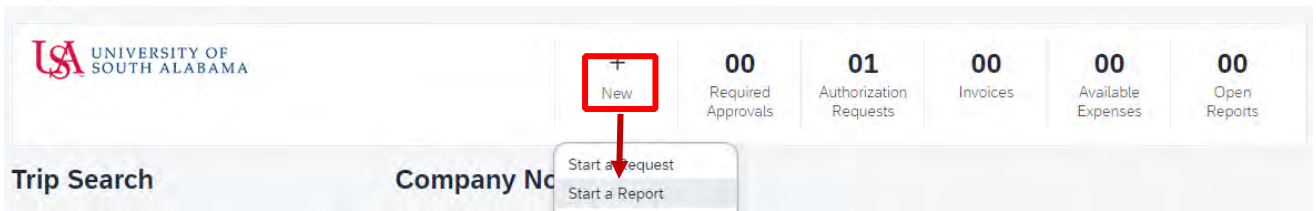
<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>

650 Clinic Drive, Suite 1400

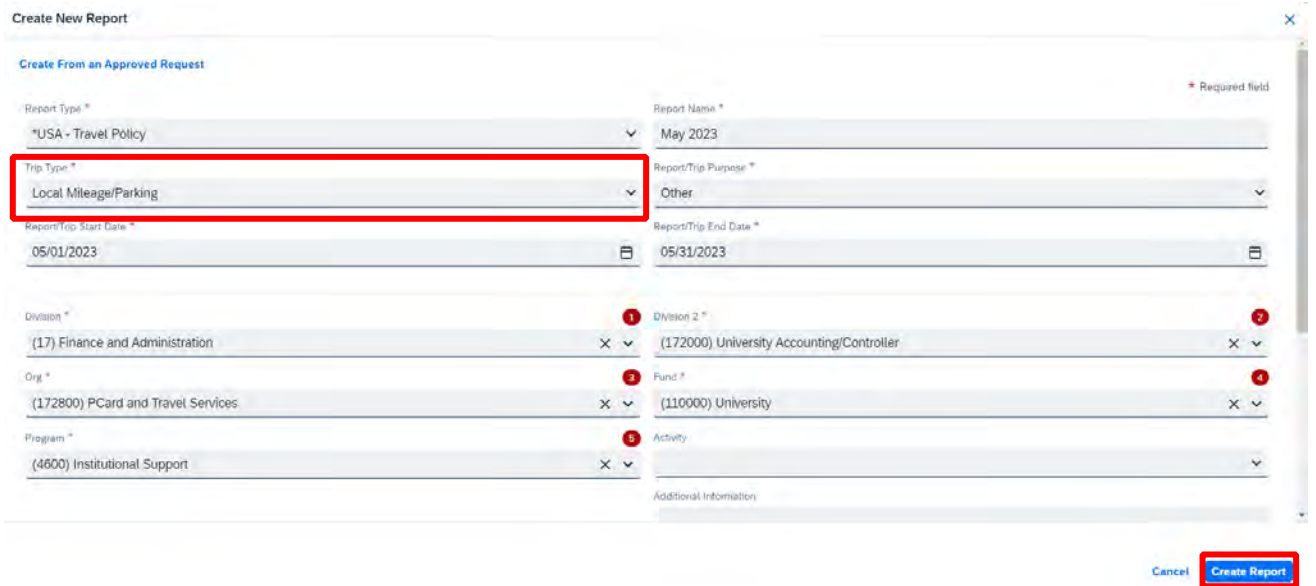
Mobile, Alabama 36688

251.460.6242

1. Log into Concur and **hover your cursor over New** and select **Start a Report**.



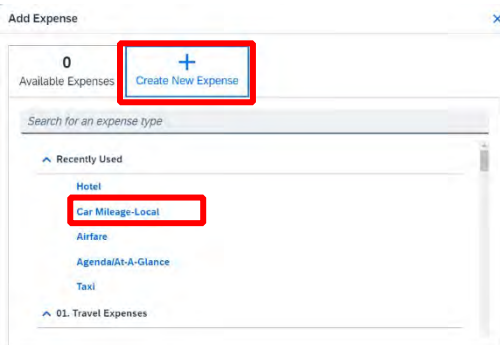
3. Complete all required fields of the Header. *Required fields are marked with a red asterisk.* Make sure the Trip Type is, **Local Mileage/Parking**. Then click **Create Report**.



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



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**.



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

The screenshot shows the 'New Expense' form with the 'Details' tab selected. The 'Mileage Calculator' option is highlighted with a red box. The 'Expense Type' is set to 'Car Mileage-Local'. The 'Transaction Date' is '05/23/2023' and the 'Mileage Purpose' is 'Meeting'. The 'Distance' is 0, and the 'Amount' is 0.00. The 'Currency' is 'US, Dollar' and the 'Reimbursement Rates' are 'USD 0.655 per mile'. The 'Save Expense' button is highlighted with a red box.

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.)

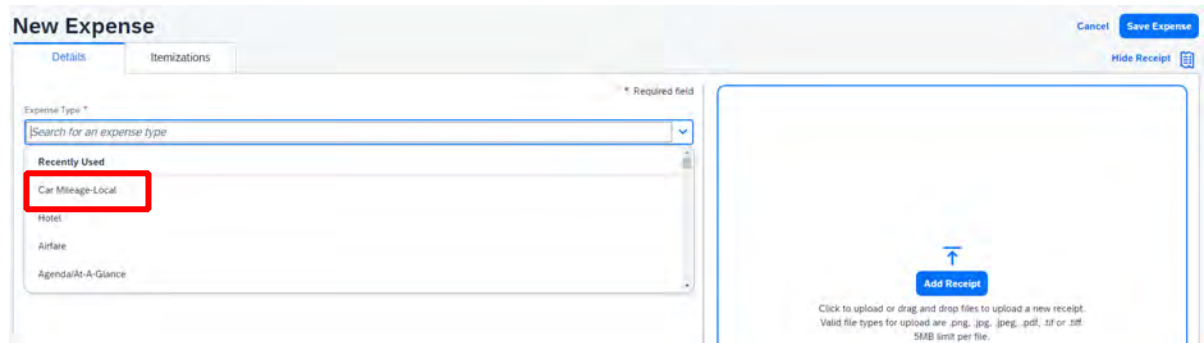
The screenshot shows the 'Mileage Calculator' map interface. Two waypoints are listed: '650 Clinic Dr., Mobile, AL 36688, USA' and 'MCI 1660 Springhill Avenue, Mobile, AL 36604, USA'. The 'Directions' section shows a route of 6.9 miles. The 'Add Mileage to Expense' button is highlighted with a red box.

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

The screenshot shows the 'New Expense' form with the 'Details' tab selected. The 'Expense Type' is 'Car Mileage-Local'. The 'Transaction Date' is '05/23/2023' and the 'Mileage Purpose' is 'Meeting'. The 'From Location' is '650 Clinic Dr., Mobile, AL 36688, USA' and the 'To Location' is 'MCI 1660 Springhill Avenue, Mobile, AL 36604, USA'. The 'Distance' is 7 and the 'Amount' is 4.59. The 'Currency' is 'US, Dollar' and the 'Reimbursement Rates' are 'USD 0.655 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.



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.



Receipt ID	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	znotusedCash	Car Mileage-Local		05/23/2023	\$4.59

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.