Concur – Personal Car Management and Claiming Mileage

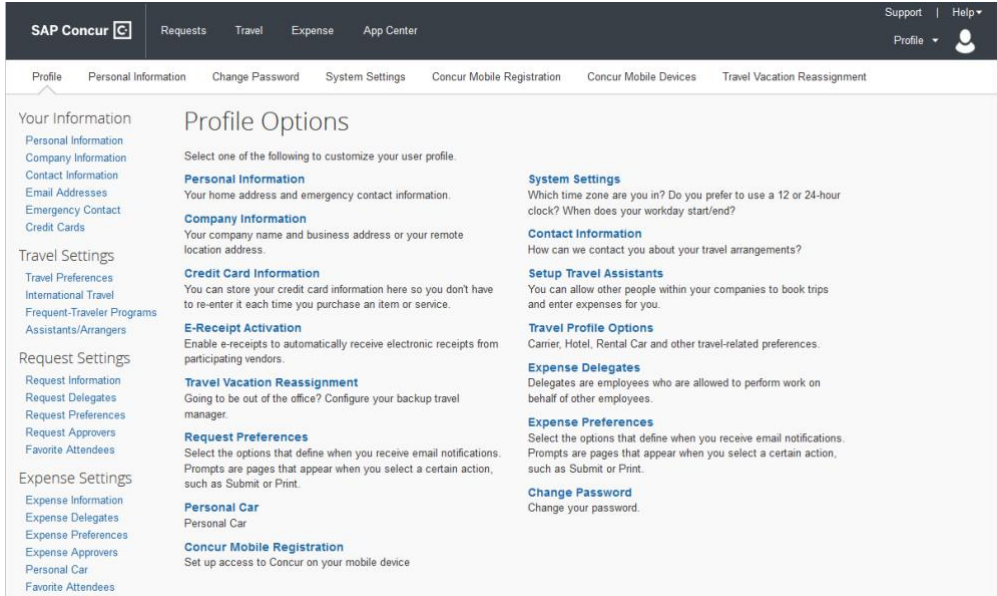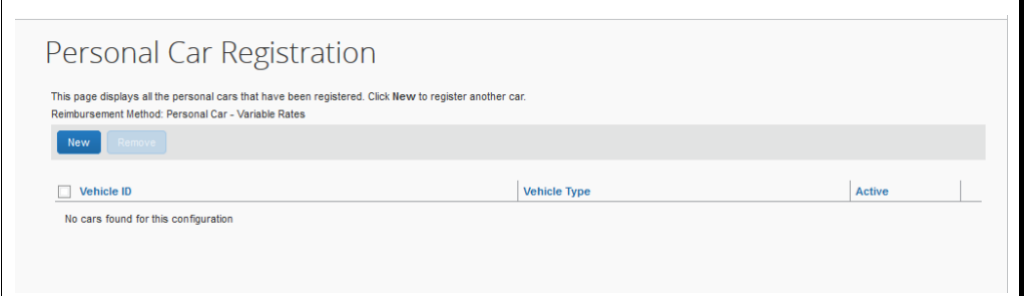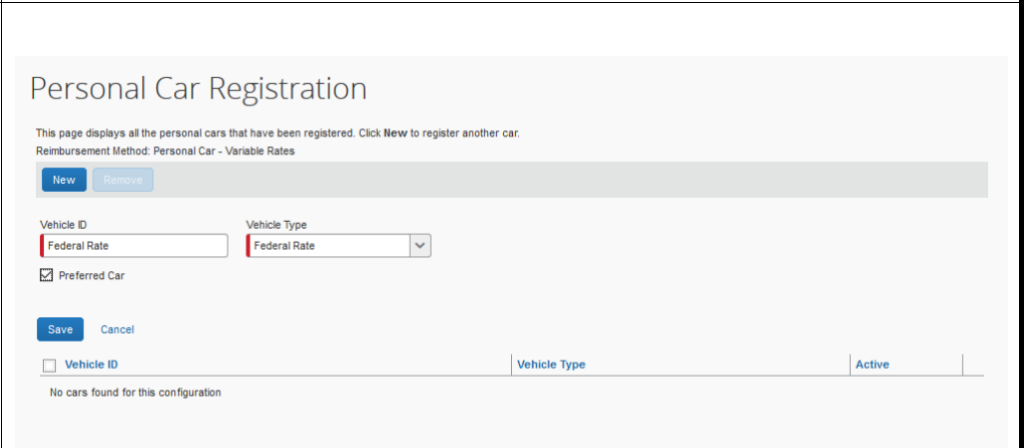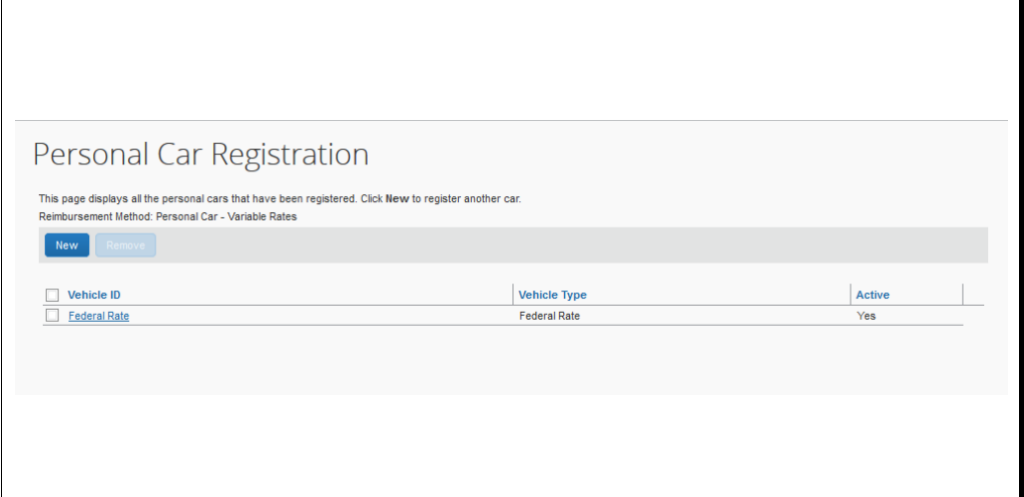In order to claim mileage reimbursement, each traveler will be required to establish personal cars in their profiles. Mileage reimbursement will not be available to the traveler until the Personal Cars are created.

Procedures

Sign into Concur with your ID and password. Click on Profile	
Click on Profile Settings.	
All of the traveler's Profile Options will appear. Click on Personal Car.	

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The Personal Car Registration screen will open. Click on New.	**Personal Car Registration** This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates New Remove ☐ Vehicle ID Vehicle Type Active No cars found for this configuration
Complete the Vehicle ID and Vehicle Type fields. The Vehicle Type will have a dropdown list of the available reimbursement rates. It is recommended that you name the Vehicle ID the same as the Vehicle Type. Click the check box for Preferred Car for only the vehicle type you will be reimbursed the most. Click Save.	**Personal Car Registration** This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates New Remove Vehicle ID Vehicle Type Federal Rate Federal Rate ☑ Preferred Car Save Cancel ☐ Vehicle ID Vehicle Type Active No cars found for this configuration Vehicle Types: • Federal Rate = The traveler will be reimbursed the Federal Rate as defined by the IRS. • Reduced Federal Rate = The Reduced Federal Rate is 50% of the Federal Rate. Some departments require the use of the reduced federal rate when a personal car is driven when other options were available. Check with your department business officer to determine if this rate could apply to you. • State Rate = The State Rate will be required when mileage is charged to a state funded WBS element.
The vehicle has been added to you Personal Car Profile and will now be available to claim mileage on a Travel Expense Report. Repeat this process to add all applicable cars to your profile.	**Personal Car Registration** This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates New Remove ☐ Vehicle ID Vehicle Type Active ☐ Federal Rate Federal Rate Yes

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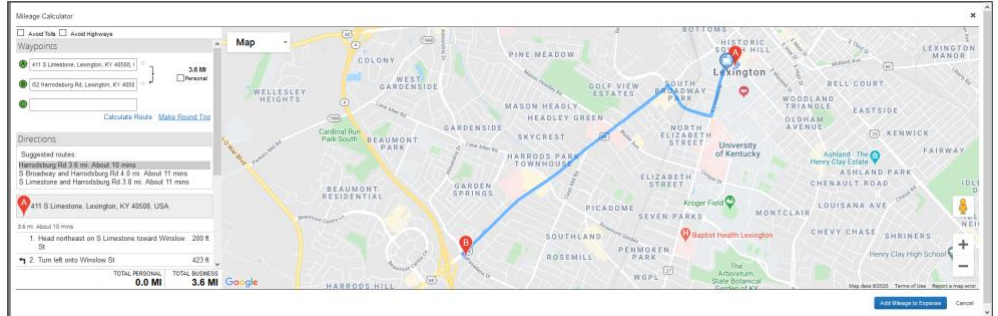|	
A traveler's profile could contain up to 3 different Personal Cars. NOTE: Once a personal car is used on a travel expense report, the Remove option will no longer be available.	**Personal Car Registration** This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates New Remove Vehicle ID	Vehicle Type	Active Federal Rate	Federal Rate	Yes Reduced Federal Rate	Reduced Federal Rate	Yes State Rate	State Rate	Yes
HOW TO CLAIM MILEAGE: On a General Travel Policy Expense Report, click Add Expense.	SAP Concur Requests Travel Expense Approvals Reporting App Center Locate Administration	Help Profile Manage Expenses Processor ⚠ Alerts: 1 ⌄ 08/31/2020-Monthly Mileag $56.33 🗑 Copy Report Submit Report ❗ Returned	View Report Timeline Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾ **Add Expense** Edit Delete Copy Allocate Combine Expenses Move to ▾

Click on Create New Expense, type Mileage in the Search for an expense type field, and Click on Personal Car Mileage	**Add Expense** ✕
	
	0 +
	Available Expenses Create New Expense
	
	Mileage
	
	⌃ Recently Used
	    Personal Car Mileage
	⌃ 03. Personal Car Mileage
	    Personal Car Mileage

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Complete the Mileage Calculator. Be certain to click Make Round Trip to capture all of the mileage for the entire trip in one entry. Click Add Mileage to Expense.	
Complete the required fields. NOTE: If you use the Mileage Calculator, you should only have to complete the Transaction Date. Review the Vehicle ID. The Vehicle ID will default to the Personal Car that was selected as Preferred Car in your profile. Be sure the appropriate vehicle representing the correct rate for the travel is selected. Click Save Expense.	 NOTE: The State Rate will be required when the mileage is charged to a state funded WBS element.

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The mileage expense has now been added to the General Travel Expense Report.

Continue adding additional expenses to the report until the travel report is complete.