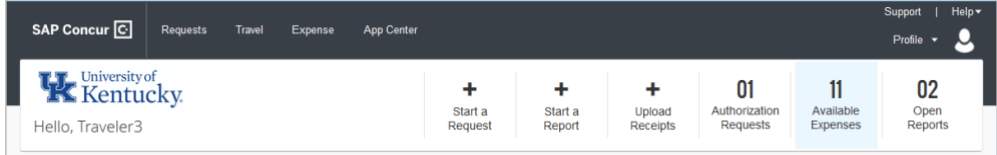
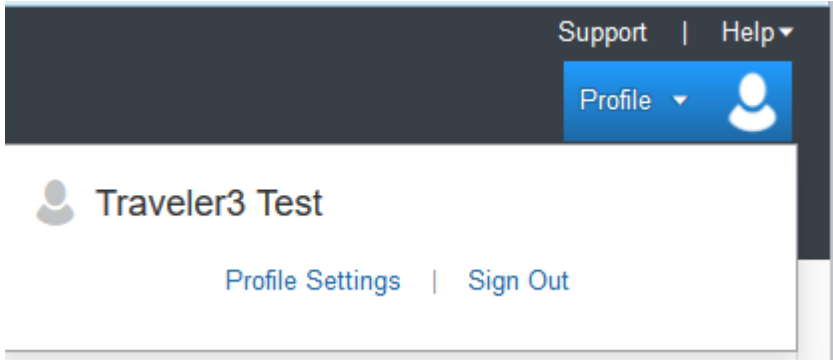
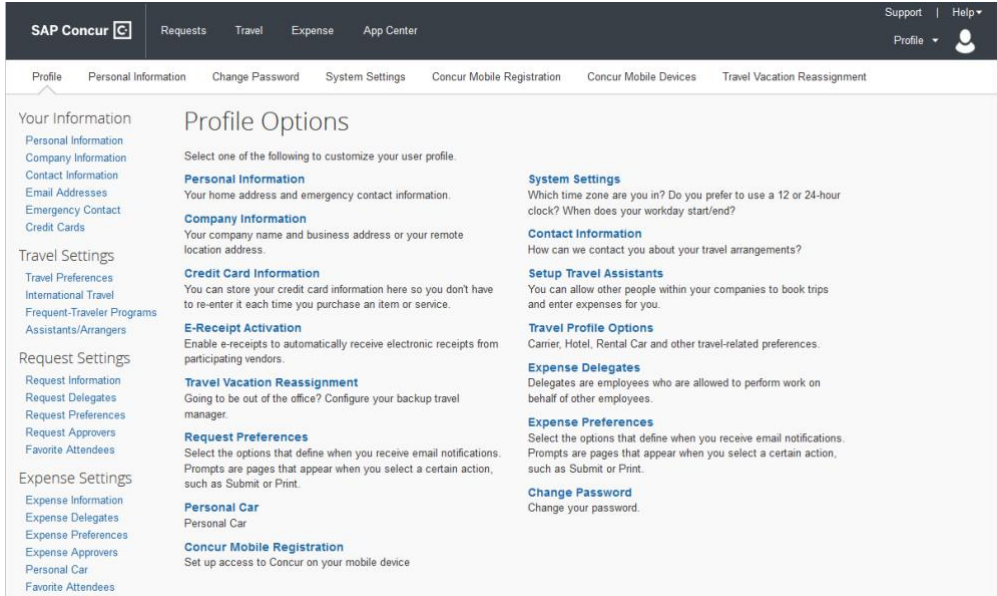
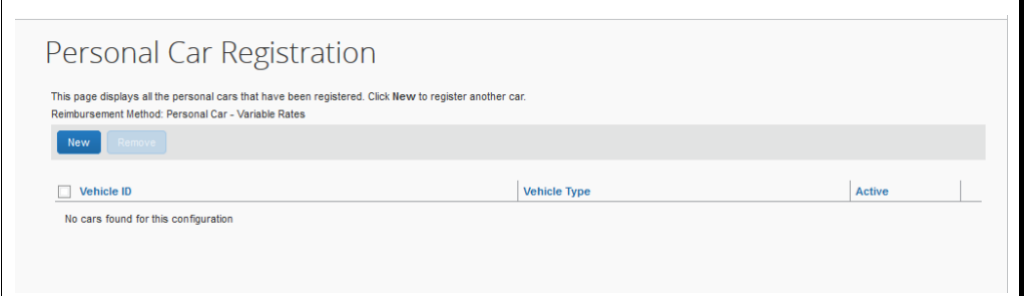
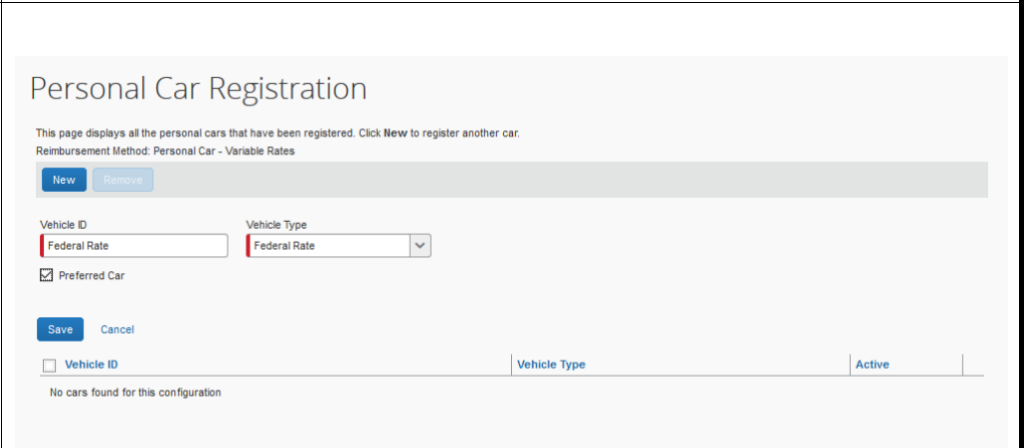
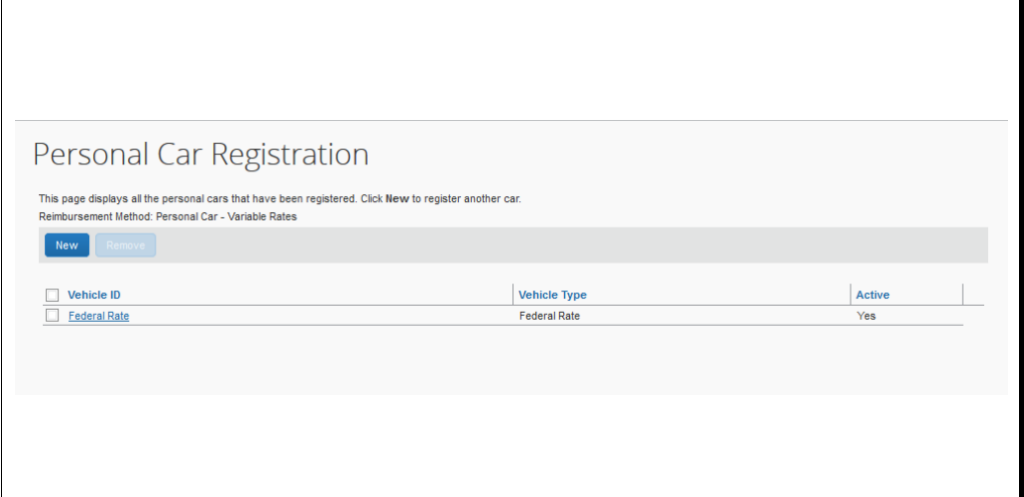


Concur – Personal Car Management and Claiming Mileage

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	
<p>Sign into Concur with your ID and password.</p> <p>Click on Profile</p>	 <p>The screenshot shows the SAP Concur dashboard. At the top, there is a navigation bar with 'Requests', 'Travel', 'Expense', and 'App Center'. Below this, the University of Kentucky logo is displayed along with 'Hello, Traveler3'. On the right side, there are several status indicators: '+ Start a Request', '+ Start a Report', '+ Upload Receipts', '01 Authorization Requests', '11 Available Expenses', and '02 Open Reports'. In the top right corner, there are links for 'Support' and 'Help', and a 'Profile' dropdown menu.</p>
<p>Click on Profile Settings.</p>	 <p>The screenshot shows the 'Profile' dropdown menu. It features a blue header with 'Support Help' and a 'Profile' dropdown button. Below the header, the user's name 'Traveler3 Test' is displayed next to a profile icon. At the bottom of the menu, there are two options: 'Profile Settings' and 'Sign Out'.</p>
<p>All of the traveler's Profile Options will appear.</p> <p>Click on Personal Car.</p>	 <p>The screenshot shows the 'Profile Options' page. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Center'. Below the navigation bar, there is a list of profile options: 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Concur Mobile Registration', 'Concur Mobile Devices', and 'Travel Vacation Reassignment'. The main content area is titled 'Profile Options' and contains several sections: 'Your Information', 'Personal Information', 'Company Information', 'Credit Card Information', 'E-Receipt Activation', 'Travel Vacation Reassignment', 'Request Preferences', 'System Settings', 'Contact Information', 'Setup Travel Assistants', 'Travel Profile Options', 'Expense Delegates', 'Expense Preferences', 'Change Password', and 'Personal Car'. The 'Personal Car' option is highlighted in blue.</p>

Concur – Personal Car Management and Claiming Mileage

<p>The Personal Car Registration screen will open.</p> <p>Click on New.</p>	 <p>Personal Car Registration</p> <p>This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates</p> <p>New Remove</p> <table border="1"><thead><tr><th>Vehicle ID</th><th>Vehicle Type</th><th>Active</th></tr></thead><tbody><tr><td colspan="3">No cars found for this configuration</td></tr></tbody></table>	Vehicle ID	Vehicle Type	Active	No cars found for this configuration		
Vehicle ID	Vehicle Type	Active					
No cars found for this configuration							
<p>Complete the Vehicle ID and Vehicle Type fields.</p> <p>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.</p> <p>Click the check box for Preferred Car for only the vehicle type you will be reimbursed the most.</p> <p>Click Save.</p>	 <p>Personal Car Registration</p> <p>This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates</p> <p>New Remove</p> <p>Vehicle ID: <input type="text" value="Federal Rate"/> Vehicle Type: <input style="border: 1px solid gray;" type="text" value="Federal Rate"/></p> <p><input checked="" type="checkbox"/> Preferred Car</p> <p>Save Cancel</p> <table border="1"><thead><tr><th>Vehicle ID</th><th>Vehicle Type</th><th>Active</th></tr></thead><tbody><tr><td colspan="3">No cars found for this configuration</td></tr></tbody></table> <p>Vehicle Types:</p> <ul style="list-style-type: none">• 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.	Vehicle ID	Vehicle Type	Active	No cars found for this configuration		
Vehicle ID	Vehicle Type	Active					
No cars found for this configuration							
<p>The vehicle has been added to you Personal Car Profile and will now be available to claim mileage on a Travel Expense Report.</p> <p>Repeat this process to add all applicable cars to your profile.</p>	 <p>Personal Car Registration</p> <p>This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates</p> <p>New Remove</p> <table border="1"><thead><tr><th>Vehicle ID</th><th>Vehicle Type</th><th>Active</th></tr></thead><tbody><tr><td><input type="checkbox"/> Federal Rate</td><td>Federal Rate</td><td>Yes</td></tr></tbody></table>	Vehicle ID	Vehicle Type	Active	<input type="checkbox"/> Federal Rate	Federal Rate	Yes
Vehicle ID	Vehicle Type	Active					
<input type="checkbox"/> Federal Rate	Federal Rate	Yes					

Concur – Personal Car Management and Claiming Mileage

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](#)

<input type="checkbox"/> 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.

The screenshot shows the SAP Concur interface with the 'Expense' tab selected. A yellow alert banner at the top indicates 'Alerts: 1'. Below this, a report summary for '08/31/2020-Monthly Mileage \$56.33' is shown with a 'Returned' status and a 'View Report Timeline' link. A 'Copy Report' button and a 'Submit Report' button are visible. At the bottom, there are several action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'.

Click on Create New Expense, type Mileage in the Search for an expense type field, and Click on Personal Car Mileage

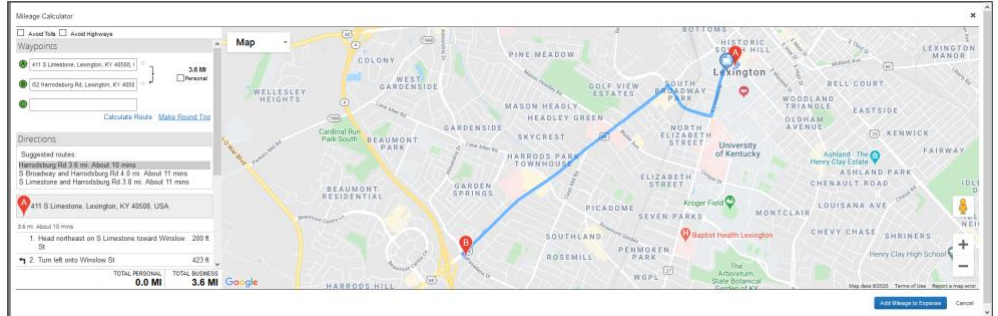
The screenshot shows the 'Add Expense' dialog box. At the top, there are two buttons: '0 Available Expenses' and '+ Create New Expense'. Below these is a search input field containing the text 'Mileage'. Underneath the search field, there is a section titled '^ Recently Used' which lists two items: 'Personal Car Mileage' and '^03. Personal Car Mileage', both with 'Personal Car Mileage' as a sub-label.

Concur – Personal Car Management and Claiming Mileage

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**.

SAP Concur | Requests | Travel | **Expense** | Approvals | Reporting | App Center | Locate | Administration | Help | Profile

Manage Expenses | Processor

New Expense

Cancel | **Save Expense** | Show Receipt

Details | Itemizations

Mileage Calculator | Allocate

Expense Type * | Transaction Date * | Trip Type *
Personal Car Mileage | MM/DD/YYYY | Domestic

Trip Purpose * | Traveler Type | Additional Information | From Location *
07. Other Travel | 01. Employee | | 411 S Limestone, Lexington, KY 4

To Location * | Payment Type | Transaction ID | Related Request/Expense Report
2452 Harrodsburg Rd, Lexington, | Paid by Employee | |

Comment

Vehicle ID * | Distance to Date | Distance * | Number of Passengers
STATE RATE | 0 | 7 | 0

Amount | Currency | Reimbursement Rates:
2.73 | US, Dollar |

Save Expense | **Save and Add Another** | Cancel

NOTE: The State Rate will be required when the mileage is charged to a state funded WBS element.

Concur – Personal Car Management and Claiming Mileage

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.

08/31/2020-Monthly Mileag \$59.06  [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 ▾](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
<input type="checkbox"/>			Paid by Employee	Personal Car Mileage		08/15/2020	\$2.73