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

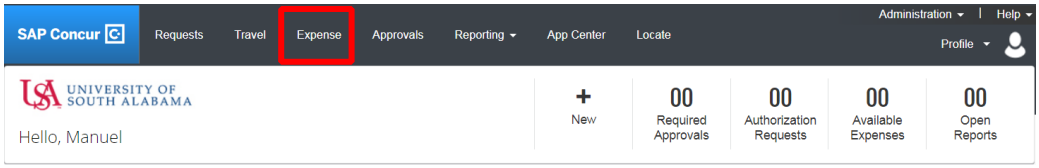
251.460.6242

Revised November 15, 2019

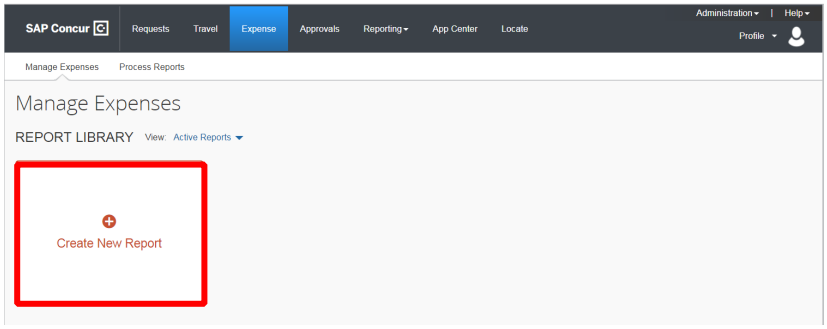
This page intentionally left blank.

Revised November 15, 2019

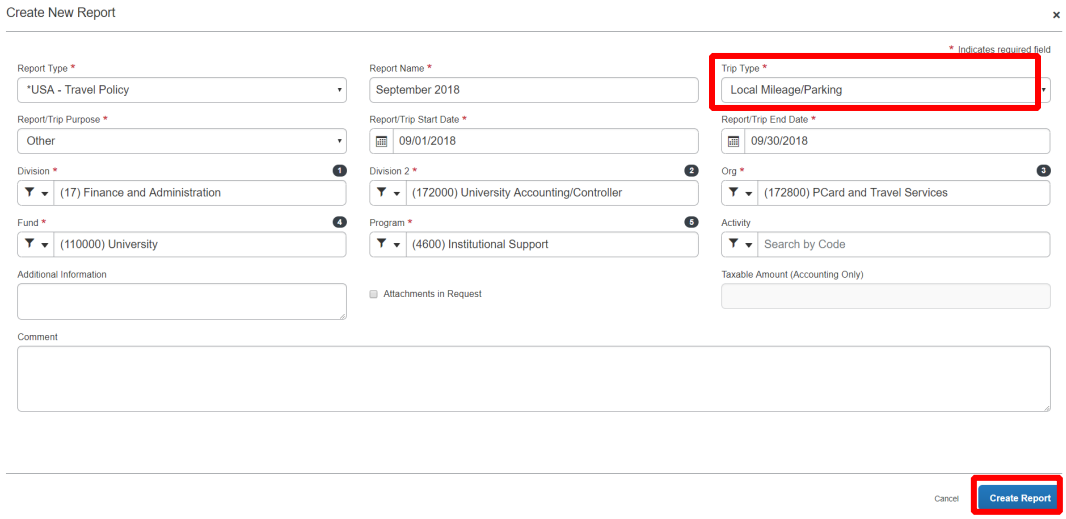
1. Log into Concur and select **Expense**.



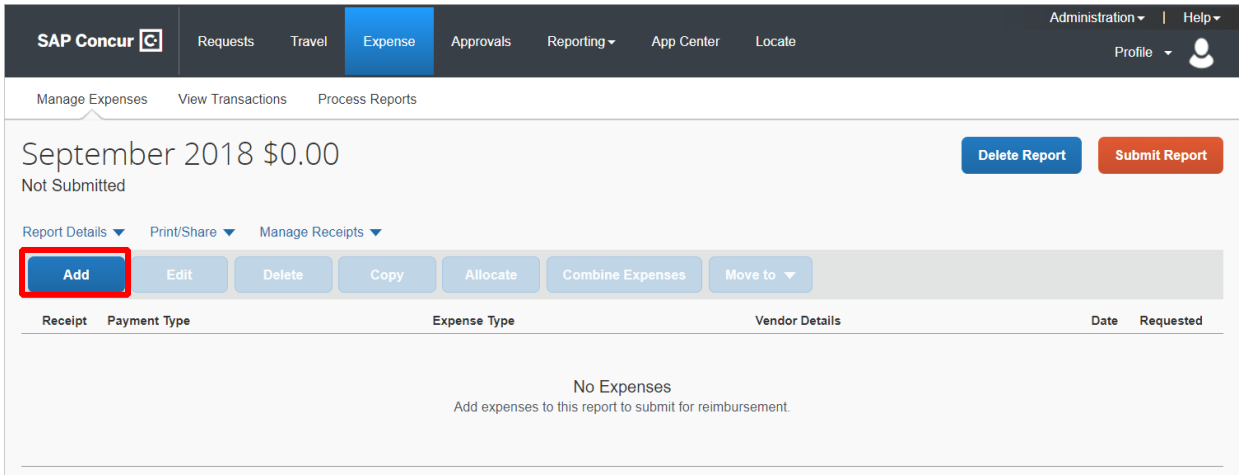
2. Click **Create New Report**.



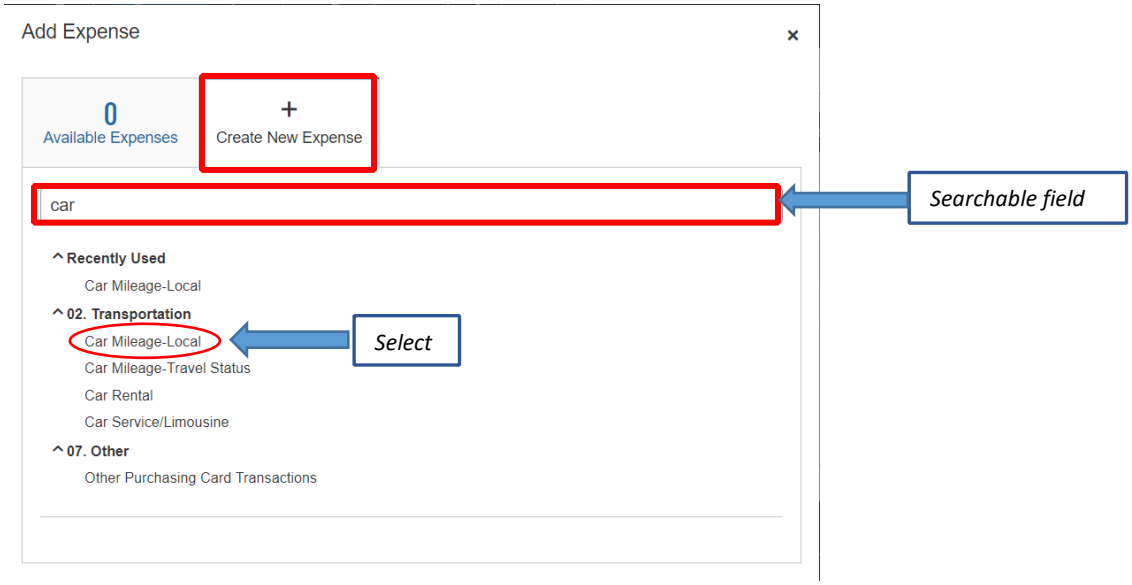
3. Complete all required fields of the Header. *Required fields are marked with a red asterisk.* Make sure the Trip Type is, **Local Mileage/Parking**. Then click **Create Report**.



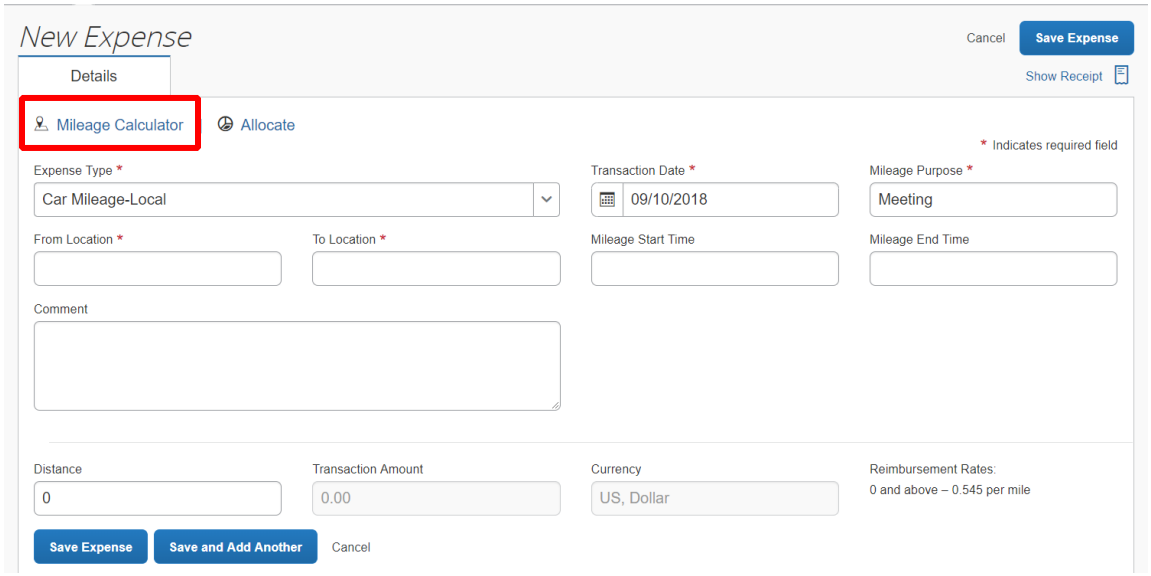
4. To add mileage click **Add**.



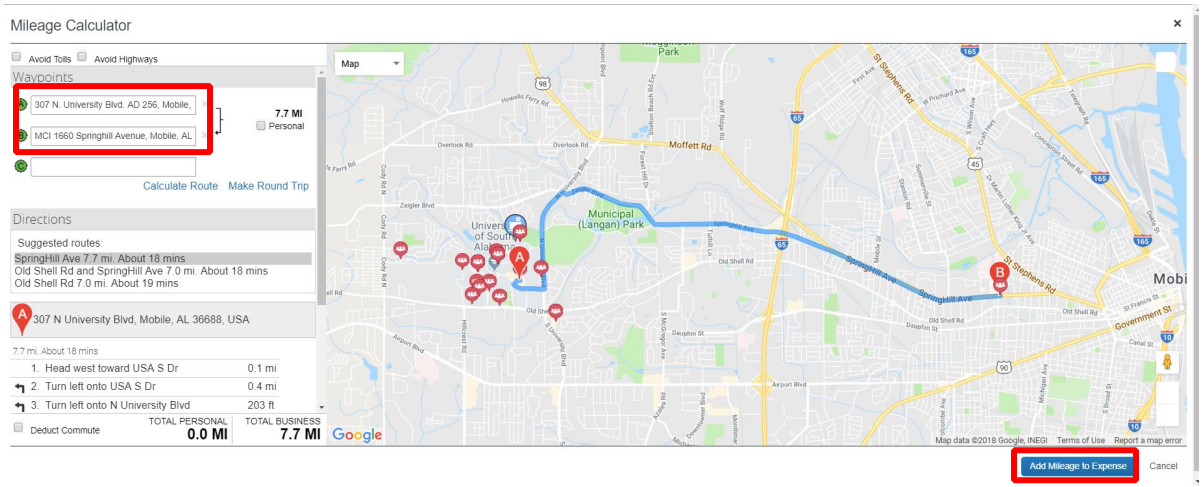
5. Select the **Create New Expense** tab. In the searchable field begin typing the expense type you wish to add, e.g. **Car**. Then select the Car Mileage-Local.



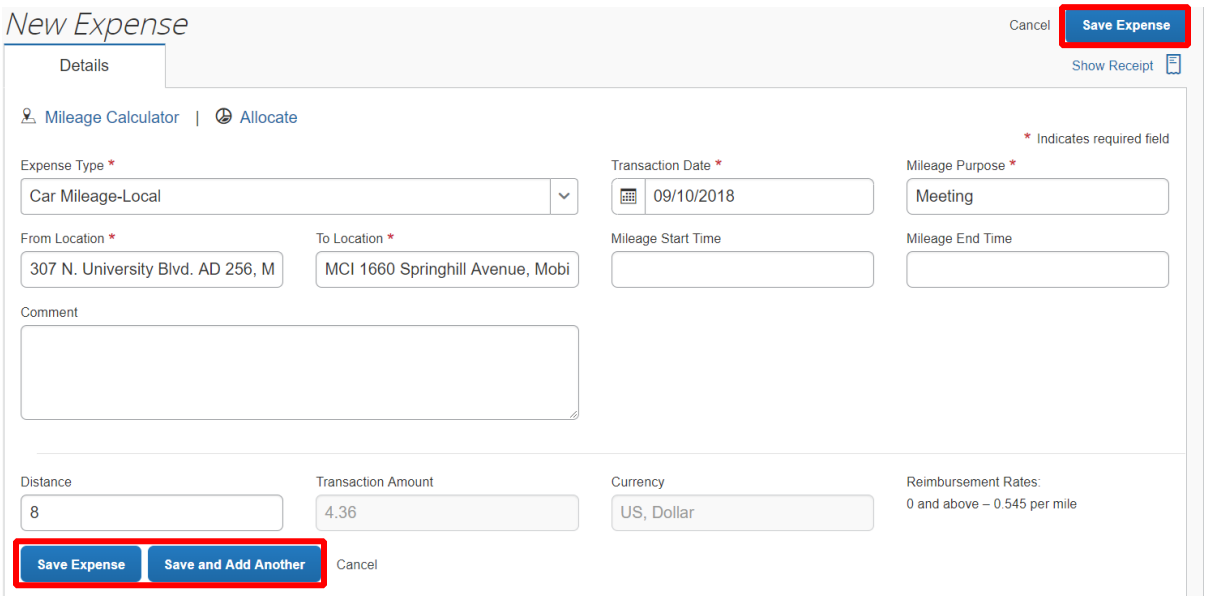
6. Complete the **Transaction Date** and **Mileage Purpose** fields then select **Mileage Calculator**.



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 4 to determine how to handle.)**

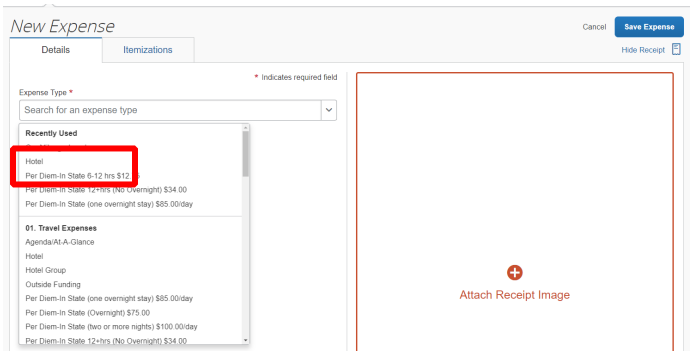


8. Click **Save Expense** **or** **Save and Add Another.**

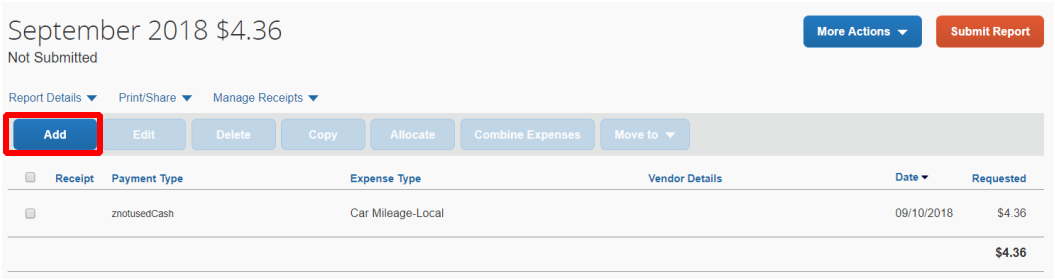


Notes:

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.



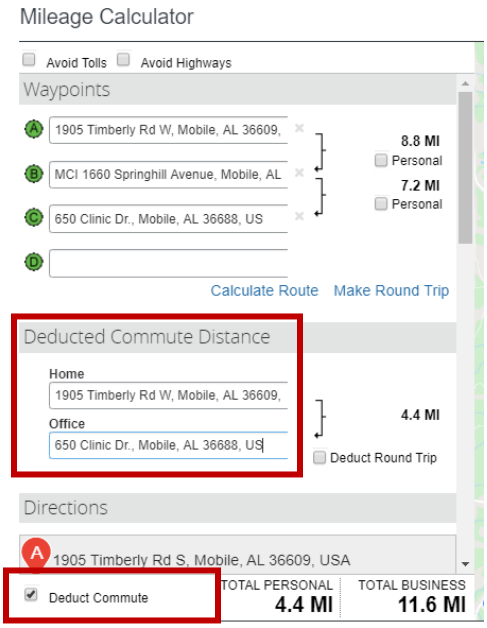
NOTE: If you need to allocate any expense to multiple funding sources then, see the manual titled "NextGen How to Allocate an Expense" located at,
https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/concur/concurhowto.html .

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. Add Mileage to Expense