Concur
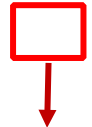## Local Mileage Expense Manual

Procurement Card and Travel Services

Log into Concur and   .

Complete all required fields of the Header. *Required fields are marked with a red asterisk.* Make sure the Trip Type is,   . Then click   .

To add mileage click   .

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

P a g e

Complete the   and   fields then select   .

Add your   (to & from) to the Mileage Calculator and click   if it is round trip. Then click
                 .

Click

Notes:

If you click _____ you can select Car Mileage-Local from the Expense Type drop-down then follow steps 6-8.

If you select _____ you will see your report and the option to _____ . To add more mileage click _____ and select _____ and repeat steps 6-8.