



Objective

When you use your personal car for business purposes, you will use the Mileage Calculator feature in Concur to calculate the reimbursable miles – which may include deducting your normal round-trip commute – by way of an online map.

Mileage Calculator

1. Select "Add Expense"

Report Details Print Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Cash	DOMESTIC TRAVEL	Southwest Athens, Ohio	02/07/2019 \$500.00

2. Select the Expense Type "Personal Vehicle Mileage".

Add Expense

0 Available Expenses Create New Expense

Search for an expense type

- ROOM AND BOARD
- TRAVEL & ENTERTAINMENT
 - BUSINESS EXPENSES
 - DOMESTIC TRAVEL
 - ENTERTAINMENT
 - FOREIGN TRAVEL
 - PARTICIPANT SUPPORT
 - PERSONAL VEHICLE MILEAGE
 - TRAVEL - OTHER
- UTILITIES EXPENSE

- Click on the "Mileage Calculator" in the upper right of the expense.
- Enter the "Starting Location" in the "A" section that includes the street address, city, state and zip.

Important Note: The starting location will be your Ohio University address. If you are leaving from home and your home is closer to your destination, you should use your home address. **Example:** You work in Athens but live in Pickerington, Ohio and are leaving your home to go to the Columbus Airport. Your starting location will be Pickerington, Ohio since it is closer than your office location.
- Enter the "Ending Location" in the "B" section that includes the street address, city, state and Zip.
- If this mileage is for same day travel Click "Make Round Trip" If this mileage calculation is for separate arrival and departure dates of travel click "Calculate Route" for each leg of the trip.
- Select "Add Mileage to Expense"

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

West Union Street Office Center, 160 W Union St, Athens, OH 45701, USA 80.2 MI Personal

4600 International Gateway, Columbus, OH 43232, USA

Calculate Route Make Round Trip

Directions

Suggested routes:

- US-33 W 80.4 mi, About 1 hour 21 mins
- US-33 W and I-70 W 88.8 mi, About 1 hour 40 mins
- US-33 W, OH-664 N and I-70 W 93.2 mi, About 1 hour 48 mins

80.4 mi, About 1 hour 21 mins

- Head northwest on Byard St toward Pratt St 0.2 mi
- Turn right onto N Shafer St 374 ft
- Turn right onto W State St 0.3 mi

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 80.2 MI

Add Mileage to Expense Cancel

Concur – Itemization / Allocation QRG

8. Select the appropriate **“Object Code”** on the expense. Your options for Object Code are 718120 Ground Transportation, 718220 Ground Transportation Foreign, or 718340 Field Trip.
9. Select the **“Transaction Date”**. The transaction date should reflect your date(s) of travel.
10. Enter the **“Purpose of the Trip”** The purpose will default from the header but can be changed if necessary.
11. The **“Payment Type”** will default to cash.
12. Enter a **“Comment”** on the expense if applicable.
13. Click **“Save Expense”**

The screenshot shows the 'New Expense' form in the Concur system, specifically the 'Mileage Calculator' section. The form is titled 'New Expense' and has a 'Details' tab selected. At the top right, there are buttons for 'Cancel', 'Save Expense', and 'Show Receipt'. Below the title, there are two tabs: 'Mileage Calculator' (selected) and 'Allocate'. The form contains several input fields and buttons:

- Expense Type ***: A dropdown menu with 'PERSONAL VEHICLE MILEAGE' selected.
- Object Code ***: A dropdown menu.
- Transaction Date ***: A date input field with a calendar icon and the placeholder 'MM/DD/YYYY'. A red asterisk indicates it is a required field.
- Purpose of the Trip ***: A text input field with 'test' entered.
- From Location ***: A text input field with 'West Union Street Office Center, 1' entered.
- To Location ***: A text input field with '4600 International Gateway, Colour' entered.
- Payment Type**: A dropdown menu with 'Cash' selected.
- Comment**: A large text area for entering a comment.
- Distance**: A text input field with '80' entered.
- Amount**: A text input field with '46.40' entered.
- Currency**: A dropdown menu with 'US, Dollar' selected.
- Reimbursement Rates**: A section for entering reimbursement rates.

At the bottom of the form, there are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'.

Receipts for Mileage

Please attach any documentation that supports the business purpose for this travel expense i.e. Itineraries, Agendas, etc.)