### Personal Car Mileage, Local and Callback Mileage in Concur

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**LAST UPDATED BY**
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#### Part 1
Adding your Personal Car into Concur (before creating a request)

To use Personal Car Mileage in Concur, you must first add your car to your profile.

Choose “Profile” in the upper right hand corner.

The select “Profile Settings.”

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![Profile Settings](image)
This will open the “Profile Options” screen.

Select “Personal information.”

On the left side of the screen there is a list of different items in blue.

Scroll down until you see the header that reads “Expense Settings.”

Under the Expense Settings header select “Personal Car.”

Click “New.”

Under Vehicle ID, you have the option of typing in your license plate number or a name for the car you will be using. What you type there doesn’t matter too much, but you must type something.

Under Mileage Rate Type select “Personal Car.”
You will now see your car appear under “Vehicle ID.” “Personal Car” will appear listed under “Mileage rate Type.”

**Part 2**

Creating a Request for Local and Callback Mileage (before traveling)

Now that you've successfully added your car, select "Requests" in the upper black toolbar.

Choose "New Request."
This will open the “Request Header” screen.

**A.** Under **request/trip name**, create a title that refers to local mileage.

**B.** If you will be frequently traveling for HSU business, it’s suggested that your **travel start date** and **end date** encompass the entire semester or year. You’ll only have to get request approval once. You can create multiple expense reports off this single request.

**C.** Under **trip purpose** choose “**Mileage/Parking Only**.”

**D.** Under the **comments** section provide a brief description about the purpose of your local travel.

When the fields have been completed, click **save** in the upper right.
This will bring you to **Segments**, but you can skip it because it’s not necessary for local mileage.

Move on to the **Expenses** section.

This is where you will add your projected mileage for the semester or year.

Once in **“Expenses,”** select **“Personal Car Mileage.”**
Add in the distance you expect to travel throughout the range of your travel start and end date.

Use the comment section to add details about the purpose of your travel.

Click "save" when done.

You will see the **Personal Car Mileage** expense show up on the left side of the screen, along with the dollar amount you can expect to receive.

The dollar amount is automatically calculated by multiplying expected travel distance by the mileage reimbursement rate of 0.575.

Now you are ready to select "Submit Request" in the upper right hand corner.

Your request will be reviewed by the Cost Object Approver in your area and your Supervisor.

Once it’s approved, you can begin creating Expense Reports for reimbursements.
Part 3

Creating an Expense Report for Local and Callback Mileage (after traveling)

Creating and Submitting an expense report for local mileage allows you to receive a reimbursement for out of pocket costs associated with using your personal car.

To create an expense report, begin by selecting "Requests" in the upper black toolbar.

Find your trip Request.

If your Request has been approved, you will see "Expense" on the far right of the screen. Select “Expense.”

This will link your expense report to your original request.

Each month, return to this section to create a new expense report based on your original request.

This will open the Report Header. Change the travel start and end date to encompass the month that you’ll be receiving reimbursement.
Select “Next” in the bottom right corner of this section.

This will open the Expense Report screen.

Select “Personal Car Mileage” from the expense types on the right.

This will open a gray box on the right side of the screen.

Select from and to location. If you traveled to multiple locations, choose a location that you most frequently traveled to.

Notice that “payment type” automatically says “Out of Pocket,” which means you’ll be receiving a reimbursement.

Add a comment about where you traveled this month.

In order to calculate your distance traveled, select the “Mileage Calculator” in the bottom right of the screen.
Add Waypoints to the map. Indicate the locations you traveled to and from for business throughout the month.

The total distance will automatically calculate. When you've added all your waypoints, select “Add Mileage to Expense” in the bottom right of the screen.

You will notice that the total distance traveled throughout the month auto-populates in the “Distance” field, and the reimbursement will appear in the “Amount” field.

Now you can click “Save.”

This new expense will appear on the left side of your expense report.

Now you are ready to click “Submit Report” in the upper right hand section of the screen.