

## How to create a Fuel for Mileage Expense in SAP Concur

**Note:** If you are adding a **Mileage** expense to SAP Concur a related **Fuel for Mileage** expense must always be added to the same Claim.

1. In the relevant Claim click on the **Add Expense** button.

[Add Expense](#)

2. In the window that appears make sure you are in the **Create New Expense** section.



[Create New Expense](#)

3. Choose the option **Fuel for Mileage** from the Expense Type list.

[Fuel for Mileage](#)

4. Add the date the fuel was purchased in the **Transaction Date** field (this needs to be a date before the date of the related Mileage claim).

Transaction Date \*

09/04/2024



5. Where the fuel was purchased is added in the **City of Purchase** field.

City of Purchase \*

Gloucester, Gloucestershire



6. Add the cost in the **Amount** field

Amount \*

45.00

7. In the **Receipt Status** field always add the option **VAT Receipt**

Receipt Status (Select VAT Receipt or No Receipt) \*

VAT Receipt



8. Add the type of fuel purchased to the **Fuel Type** field (this must always match the Fuel Type for the vehicle you have added to your profile as your Personal Car).

Fuel Type \*

Diesel



9. Attach the related Fuel Receipt by clicking on the **Add Receipt** button



[Add Receipt](#)

10. Then click on the **Upload New Receipt** button to access the drive where you have saved a copy of the receipt (this

can be saved as a .png, .jpg, .jpeg, .pdf, .tif or .tiff file)

[Upload New Receipt](#)

11. Find and select the relevant copy of the fuel receipt and attach to the expense.



fuel receipt  
040424



fuel receipt  
160224

12. The attached fuel receipt will appear on the expense.

**Receipt**



13. Click on the **Save Expense** button.

[Save Expense](#)

The Fuel for Mileage expense will now be saved on the Claim.

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