

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 *

 X ▼

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

Amount *

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

Receipt Status (Select VAT Receipt or No Receipt)

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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 *

 ▼

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

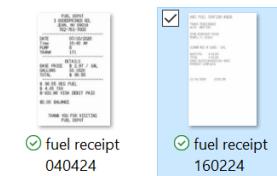
↑
[Add Receipt](#)

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

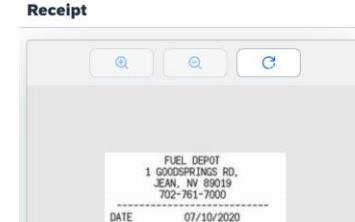
can be saved as a .png, .jpg, .jpeg, .pdf, .tif or .tiff file)

[+ Upload New Receipt](#)

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



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



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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