

## How to create a Mileage Expense in SAP Concur

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

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

Add Expense

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

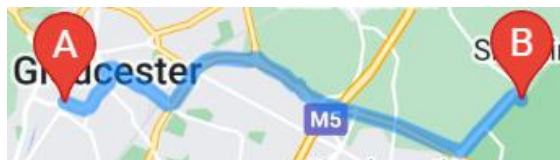


Create New Expense

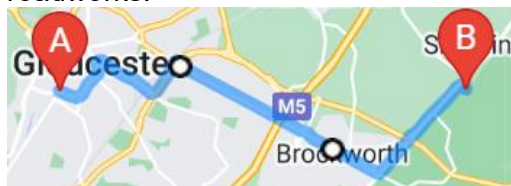
3. Choose the option **Mileage** from the Expense Type list.

Mileage

4. A **Mileage Calculator** screen will appear enabling you to plot the route. In the **Waypoints** fields add the start and end journey (this can be added as a postcode or address). The route will then be plotted on a map.



5. The route can be manually clicked and dragged if it needs to change e.g. due to roadworks.



6. Click the **Deduct Commute** tickbox and add the Commute details in the waypoints that appear.

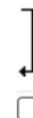
### Deducted Commute Distance

Home

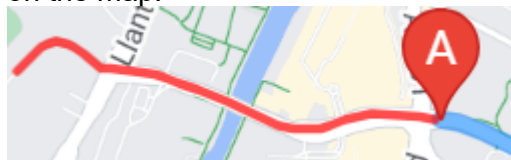
Spinnaker Rd, Gloucester GL2, UK

Office

Gloucester GL1 1AN, UK



7. The Commute will appear as a red line on the map.



8. Click on **Add Mileage to Expense**.

Add Mileage to Expense

9. Add the **Transaction Date**

Transaction Date \*

02/04/2024



10. Add the **Reason for Trip**.

Reason for Trip \*

Business meeting



11. Add the **Number of Passengers** (if relevant)

Number of Passengers \*

1

12. If the fuel receipt is missing tick the **Missing Mileage Receipt** and add the reason for the missing receipt to the **Comments** field.

☒ Missing Mileage Receipt ?

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

Save Expense

The Mileage expense is now added to the Claim.

Payment Type↓↑

Expense Type↓↑

Cash

Mileage

Contd on next column ↑

Contd on next column ↑