

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

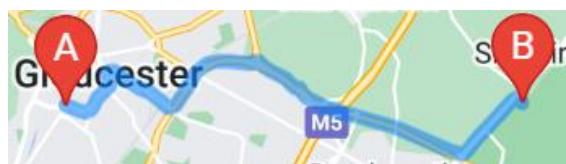
2. In the window appears make sure you are in the **Create New Expense** section.

+
Create New Expense

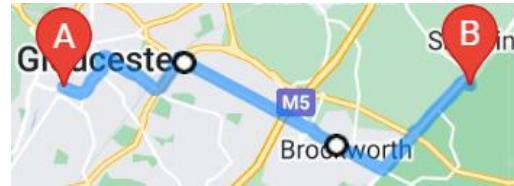
3. Choose the option **Mileage** from the Expense Type list.

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.

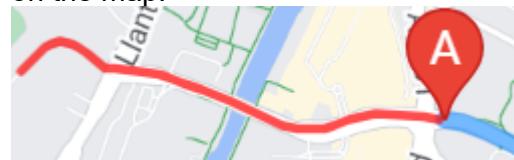


6. Click the **Deduct Commute** tickbox and add the Commute details in the waypoints that appear.

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

Cash

Expense Type

Mileage

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Contd on next column