Quick Reference Guide: Mileage

Mileage is classified as the reimbursement for use of a privately owned vehicle for business travel. Please use this guide to appropriately expense Mileage.

Accessing Concur
1. Go to Travel.ou.edu and login with your 4x4.
2. Click Expense from the main menu and either select + Create New Report or access an open report by clicking on the report name.

Cash/Out of Pocket Charges
3. Mileage can only be recorded as a Cash/Out of Pocket charge. Click on + New Expense at the top of the screen.
4. Either type in Mileage in the Expense Type search bar at the top right of the expense report or scroll though the list of All Expense Types at the bottom right of the expense report and select Mileage.
5. The Mileage Calculator will appear Waypoint A will automatically populate with your home address.

6. 

![Mileage Calculator Image](image)
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7. In Waypoint B, type in the street address, city and state. For some public addresses, such as Will Rogers World Airport, you can type in the name of the location and the correct street address will appear.

8. 

9. Click on the Calculate Route option.

10. If Suggested routes appear to travel from one Waypoint to another, select the route that was actually driven.

11. If more locations are necessary to record, use the Tab option on your keyboard to continue adding Waypoints.

12. If a Waypoint is incorrectly added, click the X to the right of the address to delete the address and the Waypoint will be removed from the calculation.

13. If any of the Waypoints entered include personal travel, click the Personal box next to the personal Waypoint.

14. To finish the mileage calculation, click the Make Round Trip option which will insert your home address as the ending location.
15. If the travel occurred on day that you normally drive from home to work, click the **Deduct Commute** box.

16. Your **Home** and **Office** addresses will automatically populate from your information in the HR system showing your normal distance traveled from home to work.
19. If the travel occurred on a day that you normally drive from work to home, click the **Deduct Round Trip** box.

20. The Mileage Calculator will list the **Total Personal** miles driven, which include any **Commute** or **Waypoints** listed as **Personal**, as well as **Total Business** miles, which is what you are allowed to be reimbursed for.

21. Click the **Add Mileage to Expense** button at the bottom right of the Mileage Calculator.

22. **Mileage** should be entered by date. Enter in the **Transaction Date** by using the calendar option or type in the date using the format of **MM/DD/YYYY**.

23. Ensure that the **Personal License Plate Number** is entered. This information should automatically populate from your **Profile**. See the Profile document for more information.

24. The **Distance** driven will automatically calculate the **Amount** to be reimbursed based on the **Transaction Date**. **Mileage** rates normally change each calendar year and those rates are automatically loaded into the system.

25. Please ensure that the **Event Name/Nature of Business** which populates from the Report Header is descriptive of the reason for incurring a **Mileage** expense. If not, please add more descriptive information in **Comments**.

26. Click **Save**.

27. Follow the previous steps to continue to add **Mileage** expenses per day.

28. If a particular **Mileage** entry needs to be added for multiple days, select the **Mileage** expense type of the left side of the expense report and click the **Copy** button at the top of the Expenses header.

29. 

30. A copied entry will be made for the next date but the **Transaction Date** can be adjusted.
31. No **Receipt** is required for a **Mileage** expense but a **Comment** may be entered to justify the travel or a **Receipt** that explains the purpose of the travel can be attached.

32. To add a **Receipt**, select **Attach Receipt**. A pop-up box will appear and you can click **Browse** to locate the receipt saved on a local device or, if the receipt image was captured with ExpenseIt, the receipt will be available in **Available Receipts**. Locate the correct receipt and select **Attach**.

33. Click **Save**.