



Personal Car Mileage Entry – How to Enter Multiple Day Trip Mileage	
Use this if your trip covers more than one day.	
Open an existing Expense Report or create a new one from My Concur	
1	On the New Expense tab, select Personal Car Mileage from the New Expense List .
2	Click the Transaction Date field, and then use the calendar to select the date of the travel.
3	In the From Location field, enter the general starting location of your trip. i.e. Atlanta
4	In the To Location field, enter the last travel area or general area i.e. Macon, South Georgia, etc. This information will be updated to actual when you enter your mileage calculations.
5	The Trip Type should have defaulted to what you entered when you created the Expense Report Header.
6	Verify the personal vehicle used for this tip in the Vehicle ID field.
7	Next you are going to enter the details of your trip: Click on the Mileage Calculator icon to open the window to enter the details of your travel:
8	In Row A enter the address you started from that day and press the Tab key. In Row B enter your next actual destination and press the Tab key. Continue to enter the exact addresses for

	<p>each stop you make for that day's travel. The Mileage calculator will allow up to 25 rows. (Row A to Y)</p> <p>The red pins you see on the map represent State Agency locations. Hover over one and you can see the location address. If you click on one it will place that location in the open row your cursor is on.</p> <p>If your destination is not a State Agency, or does not appear as a red pin on the map you will need to enter the exact address in the row.</p> <p>The last entry of the day will be the address where you spent the night.</p>
9	If your final destination of the day is the same as the starting destination click Make Round Trip . Otherwise enter the final destination of the day and select Calculate Route .
10	Click the box Deduct Commute .
<p>Note: When you enter your mileage the first time you will enter your home address and your assigned office location. You will only have to do this one time as the system will remember it on your next Personal Car Mileage entry.</p>	
11	To make this a round trip commute deduction, click Deduct Round Trip .
<p>Note: You only need to deduct round trip commute mileage once for a multiple day trip.</p> <p>You can deduct the full round trip normal commute on the first day or deduct half (by not clicking Deduct Round Trip) the first day and half on the last day of your trip. As long as you deduct the equivalent of one round trip normal commute mileage for the trip, you are in compliance.</p> <p>If you work from home, you do not need to deduct</p>	

commute mileage.	
12	Click Add Mileage To Expense to update the expense report for the total calculated daily business mileage.
<p>Note: If your actual route changed due to a detour, or some of your destinations did not have a physical street address, add the mileage for those legs of your travel to the calculated distance appearing in the Expense detail.</p> <p>Be certain to make a note in comments why you increased the calculated distance so your approvers and the Back Office know why the mileage on the expense report is greater than the calculated mileage. Failure to do this could result in the expense report or the expense item being returned to you which delays your reimbursement.</p>	
13	Click Save .
14	<p>Repeat steps 1-12 for each day of your trip.</p> <p>On day two your starting location will be the address where you spent the night the previous night and the ending location will be the location where you spent the night that night.</p> <p>Continue entering each day. The last day of your trip the starting location will be where you spent the night the previous night and the ending location will be your home or office address.</p>