

Concur
Local Mileage Expense Manual

1. Log into Concur and click [Create](#) and select [Start a Report](#).



3. Complete all required fields of the Header. *Required fields are marked with a red asterisk next to the field name.* Make sure the Trip Type is, [Local Mileage/Parking](#). Then click [Create Report](#).



4. To add mileage click [Add Expense](#).



5. Select the [New Expense](#) tab. In the searchable field begin typing the expense type you wish to add, e.g. [Car](#). Then select the [Car Mileage-Local](#).



6. Complete the **Transaction Date** and **Mileage Purpose** fields then select **Mileage Calculator**.



7. Add your **Waypoints** (to & from) to the Mileage Calculator and click **Make Round Trip** if it is round trip. Then click **Add Mileage to Expense**. (If your home address is included in the waypoints see **mileage scenarios** on page 3 to determine how to handle.)

8. Click **Save Expense** or **Save and Add Another**.

