**MILEAGE REIMBURSEMENT**

**Overview:** Mileage Reimbursement is used to reimburse personal mileage for Duke related business. It can only be completed on a Travel Expense Report. You can use the Google maps mileage calculator in Concur or you can create a log that outlines mileage and attach the log to the expense report.

**Using the Mileage Calculator**

**Step 1**

*From the Manage Expenses page, select Create New Report.*

**Step 2**

*From the Create New Report page, enter the report header details. Fields with * red asterisks are required fields. Select Create Report.*

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 3

From the Manage Expenses page, select Add Expense.

Step 4

From Add Expense, select the Create Expense tab, and scroll down to the expense type, Personal Car Mileage.
**Step 5**

From the **New Expense** detail screen, complete all required fields (red asterisk). The From and To locations will be populated using information from the mileage calculator. In the **Business Purpose** field, add information to describe the reason for the mileage reimbursement. To calculate the distance and amount, select the **Mileage Calculator** icon.

![Mileage Calculator](image)

**Step 6**

In the **Mileage Calculator** screen, enter the appropriate waypoints. Notice you can select **Make Round Trip** then **Calculate Route**. Once you confirm everything is correct, select **Add Mileage to Expense**.

![Mileage Calculator](image)
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**Step 7**

In the **New Expense** detail window, notice **Locations**, **Distance** and **Amount** were calculated based on the mileage calculator. Select **Save Expense**.

**Step 8**

Continue working through each expense, paying attention to icons and exception messages, providing details, and attaching receipts, as required.

Please note: A warning message will display reminding users to provide a business purpose when using the mileage calculator.

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Using the Mileage Log

Step 1

Follow Steps 1-2 of this guide on page 1. Then continue to Step 2 below.

Step 2

From the Manage Expenses page, select Add Expense.

Step 3

From Add Expense, select the Create Expense tab, and scroll down to the expense type, Personal Car Mileage.
Step 4
From the **New Expense** detail screen, complete all required fields (red asterisks). In the **Business Purpose** field, add information to describe the reason for the mileage reimbursement. Enter the number of miles reflected on the mileage log.

Step 5
If the receipt image is not displaying, select **Show Receipt**. Select **Upload Receipt Image** to upload the mileage log. Once log is attached, check the box confirming the log is attached. Select **Save Expense**.
Step 6

On the Manage Expenses screen, notice the mileage log appears as an image in the Receipt column. Continue working through each expense, paying attention to icons and exception messages, providing details, and attaching receipts, as required.
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Helpful Hints

Keep the following in mind when working with mileage reimbursements:

- If you use the mileage log, it’s required that you attach the log to the expense report at the Expense detail screen. If a mileage log is not attached and the check box is not selected confirming the attachment, a warning message will display and the report will likely be returned by an approver as supporting documentation is missing.
- Mileage reimbursement can only be added to a Travel Expense Report.
- In the Concur mobile app, there’s an option to calculate miles and link it directly to an expense report.
- A sample of a mileage log is available on the Employee Travel & Reimbursement website under Forms.

For more detailed information on this topic please see:
Mileage Reimbursement training video at concur.duke.edu.