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 Expense tab, select New Expense.

Step 2

In the New Expense screen, select the expense type, Personal Car Mileage.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 3
From the New Expense detail screen, complete all required fields (red border on the left). 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.

Step 4
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.
Step 5

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

Step 6

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

**Step 1**
*From the Expense tab, select New Expense.*

**Step 2**
*In the New Expense screen, select the expense type, Personal Car Mileage*
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Step 3
From the New Expense detail screen, complete all required fields (red border on the left). In the Business Purpose field, add information to describe the reason for the mileage reimbursement. Select Attach Receipt to attach the mileage log.

Step 4
From the Attach Receipt window, select Browse to upload your mileage log or select your mileage log from the Available Receipts section if it was uploaded previously. Select Attach.
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**Step 5**
*Notice the Receipt Image tab. You can select the Receipt Image tab to confirm you uploaded the correct mileage log. If you accidently uploaded the incorrect mileage log, select Detach from Entry and repeat the previous steps.*

**Step 6**
*Select the box next to Mileage Log Attached to confirm the attachment. Select Save.*

**Step 7**
The Receipt Image icon appears.
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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 Report detail screen. If a mileage log is not attached and the check box is not selected confirming the attachment, a hard stop error message will display.
- 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.

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