Travel and Expense Reimbursement
Entering Personal Car Mileage

- Log into Concur

1. Create a New Expense Report
- Create a new expense report one of the following ways:
  - On the home page click **New**, then click **Start a Report**.
  - On the home page click **Expense**, then click **Create New Report**.

2. Complete the Report Header
- Complete the required fields marked in red.
  - For **Report Type**, choose **Travel**.
  - For **Start** and **End Dates**, input the dates you incurred the mileage expense.
    - If your report is for mileage from multiple days, enter the first and last dates of travel.
  - For more information, refer to the tip sheet **Completing the Expense Report Header**.
- When finished, click **Next**.
- In the pop up window asking **Is this a Travel Reimbursement?**:
  - Click **Yes** if your report meets travel status for per diem meals, meaning you are engaged in official university business at a distance of more than 35 miles from your designated work station and place of residence.
    - On the **Travel Allowances for Report** window, complete the required fields marked in red for your travel itinerary, then click **Next**.
  - Click **No** if your report does not meet travel status for per diem meals.

3. Enter Personal Car Mileage Expense
- Click **New Expense**. Search and select **Personal Car Mileage**.
- Complete the required fields marked in red (Figure 1):
  - **Transaction Date** — Enter the date you incurred the mileage expense.
    - If your report is for mileage from multiple days, enter the last date you traveled.
  - **Report Trip/Purpose** — This is prepopulated from the report header.
  - **Purpose of the Trip** — Enter the reason for the mileage expense.
  - **From** and **To Locations** — Enter the addresses for your starting and ending locations.
    - If your report is for mileage from multiple days, enter the locations on your last day of travel.
  - **Distance** — Enter the total distance in miles you traveled.
    - If your report is for mileage from multiple days, attach a mileage log to your expense report as supporting documentation.
  - **Mileage Calculator** — Use to determine the total distance in miles you traveled for one or two trips.

**Best Practice: Deduct Your Commute**
When using the mileage calculator, check the box **Deduct Commute** to exclude it from reimbursement.

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3. Enter Personal Car Mileage Expense—Continued
(Refer to Figure 2 to use the mileage calculator.)

- In the **Waypoints** fields:
  - Enter your starting location in field A.
  - Enter your ending location in field B.
  - If you have additional locations to input, enter in field C.
- Click **Calculate Route**.
- Check **Personal** to indicate the mileage is personal and exclude it from the report. You will not receive reimbursement.
- Click **Make Round Trip** to calculate the mileage for a round trip.
- Check **Deduct Commute** to exclude your commute from the report. You will not receive reimbursement.
  - Enter your Home and Office addresses in the fields.
  - Click **Deduct Round Trip** to deduct the round trip for your commute.
- When finished, click **Add Mileage to Expense**.

4. Attach Receipts or Supporting Documentation
- Attach receipts or supporting documentation to your mileage expense, such as a conference or meeting agenda or a mileage log.
  - For more information, refer to the tip sheet *Attaching Receipts or Supporting Documentation to an Expense Report*.

5. Enter Additional Expenses
- Add other expenses to your report to complete it.

6. Submit the Report
- When finished, click **Submit Report**, then click **Accept & Submit**.

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