Travel and Expense Reimbursement
Entering Personal Car Mileage

- Log in to Concur

Start 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.

Complete the Report Header

- Complete the **required** fields marked in **red**.
  - For **Report Type**, choose **Travel**.
  - For **Start** and **End Dates**, input the date you incurred the 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*.
  - After completing the report header, click **Next**.

- In the pop up window asking **Is this is a Travel Reimbursement?**:
  - If your report meets **travel status** for per diem, 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, click **Yes**.
    - On the itinerary, complete the required fields marked in **red**, then click **Next**.
  - If your report does **not** meet travel status for per diem, click **No**.

Enter Mileage Expense

- Click **New Expense** to add your mileage expense to the report.

- In the **New Expense** pane to the right:
  - In the **Expense Type** search bar, type “mileage” then select **Personal Car Mileage**.
  - Complete the **required** fields marked in **red**:
    - **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 populated from the report header.
    - **Purpose of the Trip** — Enter the reason for your 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 for your last day of travel.
    - **Distance** — If you know the total distance in miles you traveled, enter it here.
    - If your report is for mileage from multiple days, enter the total number of miles traveled.
    - Also attach a mileage log to your expense report as supporting documentation.
    - Click **Mileage Calculator** to determine the total distance in miles you traveled for one or two trips.

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Use the Mileage Calculator

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

Attach Receipts or Supporting Documentation

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

Enter Additional Expenses

- In the New Expense pane to the right, add other applicable expenses such as Parking or Tolls/Road Charges.
- Complete the required fields in red, attach your receipts, then click Save.

Submit the Report

- When your report is complete, click Submit Report, then click Accept & Submit.

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