Objective

When you use your personal car for business purposes, you will use the Mileage Calculator feature in Concur to calculate the reimbursable miles – which may include deducting your normal round-trip commute – by way of an online map.

Mileage Calculator

1. Select “Add Expense”

2. Select the Expense Type “Personal Vehicle Mileage”.

3. Click on the “Mileage Calculator” in the upper right of the expense.

4. Enter the “Starting Location” in the “A” section that includes the street address, city, state and zip. **Important Note:** The starting location will be your Ohio University address. If you are leaving from home and your home is closer to your destination, you should use your home address. **Example:** You work in Athens but live in Pickerington, Ohio and are leaving your home to go to the Columbus Airport. Your starting location will be Pickerington, Ohio since it is closer than your office location.

5. Enter the “Ending Location” in the “B” section that includes the street address, city, state and Zip.

6. If this mileage is for same day travel Click “Make Round Trip” If this mileage calculation is for separate arrival and departure dates of travel click “Calculate Route” for each leg of the trip.

7. Select “Add Mileage to Expense”
8. Select the appropriate “Object Code” on the expense. Your options for Object Code are 718120 Ground Transportation, 718220 Ground Transportation Foreign, or 718340 Field Trip.

9. Select the “Transaction Date”. The transaction date should reflect your date(s) of travel.

10. Enter the “Purpose of the Trip” The purpose will default from the header but can be changed if necessary.

11. The “Payment Type” will default to cash.

12. Enter a “Comment” on the expense if applicable.

13. Click “Save Expense”

Receipts for Mileage

Please attach any documentation that supports the business purpose for this travel expense i.e. Itineraries, Agendas, etc.)