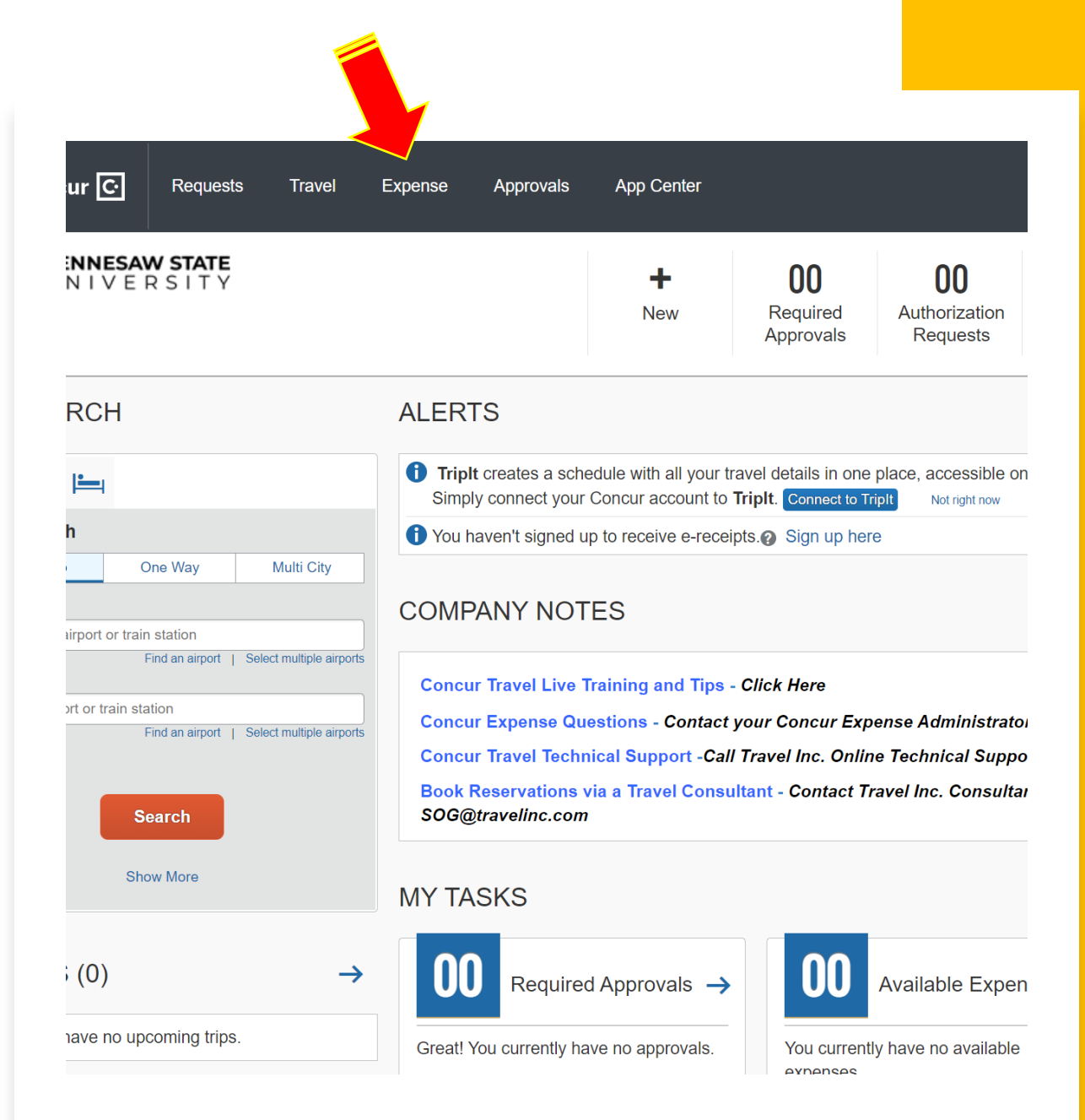


How to Create a Mileage Expense Report

- On the top dark gray menu row
 - Click “Expense”

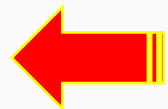


The screenshot shows the Concur Expense Report interface. At the top, a dark gray navigation bar contains the following items: "ur C", "Requests", "Travel", "Expense", "Approvals", and "App Center". A red arrow points to the "Expense" item. Below the navigation bar, the "INNESA STATE UNIVERSITY" logo is visible on the left. To the right of the logo are three summary boxes: a "+ New" button, a box showing "00 Required Approvals", and a box showing "00 Authorization Requests". The main content area is divided into several sections: "RCH" (with a flight icon and search filters for "One Way" and "Multi City"), "ALERTS" (with two informational messages about Triplt and e-receipts), "COMPANY NOTES" (with links for training, expense questions, technical support, and reservations), and "MY TASKS" (with two summary boxes: "00 Required Approvals" and "00 Available Expenses").

Manage Expenses

REPORT LIBRARY View: Active Reports ?

+
Create New Report



AVAILABLE EXPENSES View: All Expenses

Delete Combine Expenses Move to

No Expenses
When expenses come in, they will be added to this list.

Click on
“Create
New
Report”

Fill out every box that has a red asterisk

The screenshot shows the SAP Concur Expense report form for "February Clinical Mileage" with a total amount of \$36.68. The form includes several fields, some of which are marked with a red asterisk to indicate they are required. The fields and their values are:

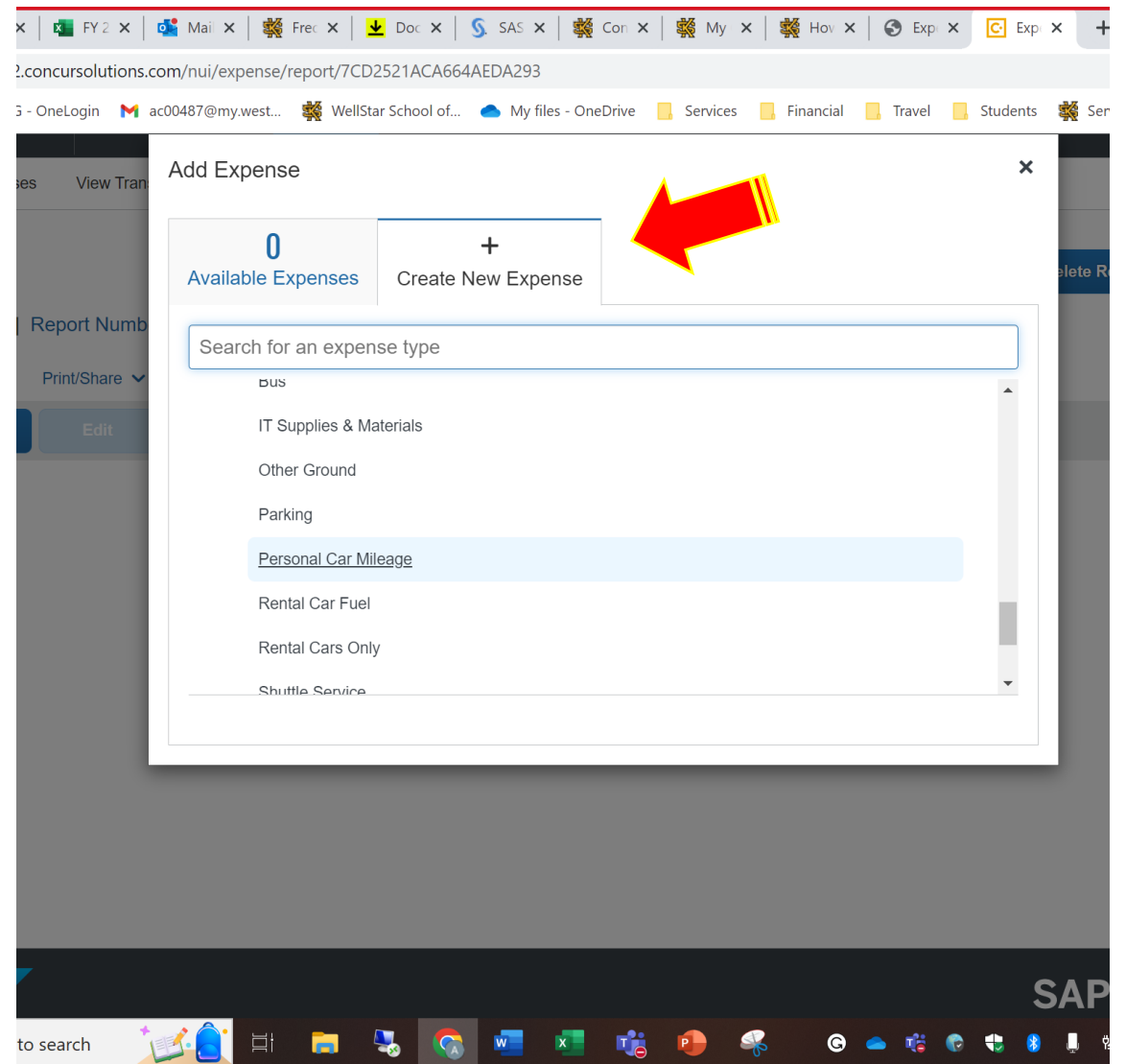
- Report Date: 02/15/2023
- Report Name (Destination and Travel Dates) *: February Clinical Mileage
- Policy: University System Policy
- Trip Start Date *: 02/01/2023
- Trip End Date *: 02/28/2023
- Purpose of Trip *: NURS XXXX Clinical Visit
- Trip Type *: Domestic
- Report Currency: US, Dollar
- Approval Status: Not Submitted
- Payment Status: Not Paid
- Speed Chart: HHS-Nursing (07052)

The Comment field contains the text: "Name of course (NURS XXXX) and name of hospital visiting - Does not have an on-campus office." The Travel Allowance section is set to "No, I do not require Travel Allowance".




- Report Date
- Trip Start Date – First day of the Month
- Trip End Date – Last day of the month
- Purpose of Trip – Class Name and Clinical Visit
- Trip Type – Domestic
- Travel Allowance – No, I do not require a Travel allowance
- Comment – List the name of the course and hospitals visiting.
 - Must include “Does not have an on-campus office”

Adding Expenses

- Hit the blue “Add Expense” button
- Scroll or type “Personal Car Mileage” in search box




The screenshot shows a web browser window with the URL 2.concursolutions.com/nui/expense/report/7CD2521ACA664AEDA293. The browser's address bar shows several tabs, including 'FY 2', 'Mail', 'Fre...', 'Doc', 'SAS', 'Con', 'My', 'Hov', 'Exp', and 'Exp'. The browser's search bar contains 'ac00487@my.west...'. The browser's background shows a navigation menu with items like 'Services', 'Financial', 'Travel', and 'Students'. The main content area displays the 'Add Expense' dialog box. The dialog box has a title bar with 'Add Expense' and a close button. Below the title bar, there are two buttons: 'Available Expenses' (with a '0' icon) and 'Create New Expense' (with a '+' icon). A red arrow points to the 'Create New Expense' button. Below the buttons is a search box with the text 'Search for an expense type'. The search box is highlighted in blue. Below the search box is a list of expense types: 'bus', 'IT Supplies & Materials', 'Other Ground', 'Parking', 'Personal Car Mileage' (highlighted in blue), 'Rental Car Fuel', 'Rental Cars Only', and 'Shuttle Service'. The SAP logo is visible in the bottom right corner of the browser window. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the search bar.



SAP Concur  Requests Travel **Expense** Approvals App Center Help 
Profile 

Manage Expenses View Transactions Cash Advances

New Expense

Cancel **Save Expense** [Show Receipt](#) 

Details Itemizations

 [Mileage Calculator](#) |  [Allocate](#)

Expense Type * Transaction Date * Purpose of the Trip * * Required field

Traveler Type * From Location * To Location * Payment Type

Comment

Vehicle ID * Distance to Date Distance * Number of Passengers

Amount Currency Reimbursement Rates

Before filling out the boxes click “Mileage Calculator”

Entering Your Mileage

- Enter your home address
 - Enter the hospital's address
 - Hit “Calculate Route”
 - Hit “Make Round Trip”
 - Hite “Add Mileage to Expense”
- Please note that these instructions only apply to part-time instructors. Full-time faculty must follow a different process.

The screenshot shows a 'New Expense' form with a 'Mileage Calculator' window open. The calculator has the following details:

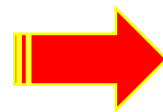
- Avoid Tolls Avoid Highways
- Waypoints:**
 - 520 Parliament Garden Way NW, Kennesaw, GA (7.5 MI, Personal)
 - 677 Church St, Marietta, GA 30060, USA (6.7 MI, Personal)
 - 520 Parliament Garden Way NW, Kennesaw, GA (7.5 MI, Personal)
- Directions:**
 - Start: 520 Parliament Garden Way NW, Kennesaw, GA 30144, USA (7.5 mi, About 14 mins)
 - 1. Head south on Parliament Garden Way NW toward Frey Rd (0.381 mi)
 - 2. Turn left onto Frey Rd (0.4 mi)
 - 3. Turn right onto George Busbee Pkwy NW (0.6 mi)
 - 4. Turn left onto Townpark Dr (0.8 mi)
- Summary:**
 - Deduct Commute
 - TOTAL PERSONAL: 0.0 MI
 - TOTAL BUSINESS: 14.2 MI

A red arrow points to the 'Calculate Route' button. At the bottom of the calculator window, there are buttons for 'Save Expense', 'Save and Add Another', 'Cancel', 'Add Mileage to Expense', and 'Cancel'.

Fill out the remaining boxes that have **red asterisks**

- **Transaction Date**
- **Traveler Type** – Employee
- Hit **“Save Expense”**

Then repeat each step for each travel date



New Expense Car

Details | Itemizations

[Mileage Calculator](#) | [Allocate](#)

Expense Type *
Personal Car Mileage

Transaction Date *
02/03/2023

Purpose of the Trip *
February Clinica

Traveler Type *
Employee

From Location *
520 Parliament Garden Way N...

To Location *
677 Church St, Marietta, GA 30...

Payment Type
Out of Pocket

Comment

Vehicle ID *
Kia Rio

Distance to Date
0

Distance *
14

Number of Passengers
0

Amount
9.17

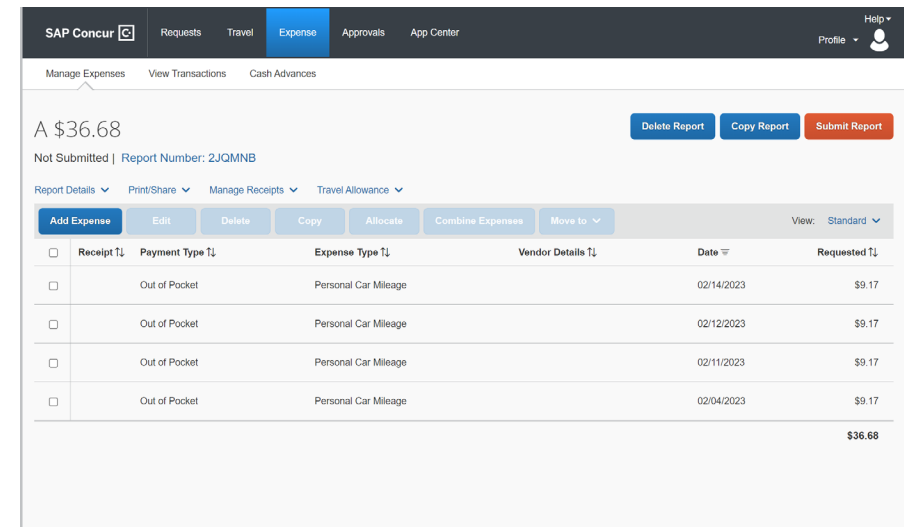
Currency
US, Dollar

Reimbursement Rates
USD 0.655 per mile
[View all reimbursement rates](#)

[Save Expense](#) [Save and Add Another](#) [Cancel](#)

Before you submit your report...

- Please email Amanda Rodgers at arodge32@kennesaw.edu to approve your report before submission or if you have any questions.
- After you get approval, you can hit the orange “Submit Report” button.



The screenshot shows the SAP Concur Expense report interface. At the top, there are navigation tabs for Requests, Travel, Expense (selected), Approvals, and App Center. Below the navigation, there are options for Manage Expenses, View Transactions, and Cash Advances. The main content area displays a report for a total amount of A \$36.68, which is marked as 'Not Submitted' with a report number of 2JQMNB. There are three buttons: 'Delete Report' (blue), 'Copy Report' (blue), and 'Submit Report' (orange). Below this, there are several action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table lists the expenses with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested amount. The table contains four rows of 'Out of Pocket' expenses for 'Personal Car Mileage' with dates ranging from 02/04/2023 to 02/14/2023, each for \$9.17. A total of \$36.68 is shown at the bottom right of the table.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	Personal Car Mileage		02/14/2023	\$9.17
<input type="checkbox"/>	Out of Pocket	Personal Car Mileage		02/12/2023	\$9.17
<input type="checkbox"/>	Out of Pocket	Personal Car Mileage		02/11/2023	\$9.17
<input type="checkbox"/>	Out of Pocket	Personal Car Mileage		02/04/2023	\$9.17
					\$36.68