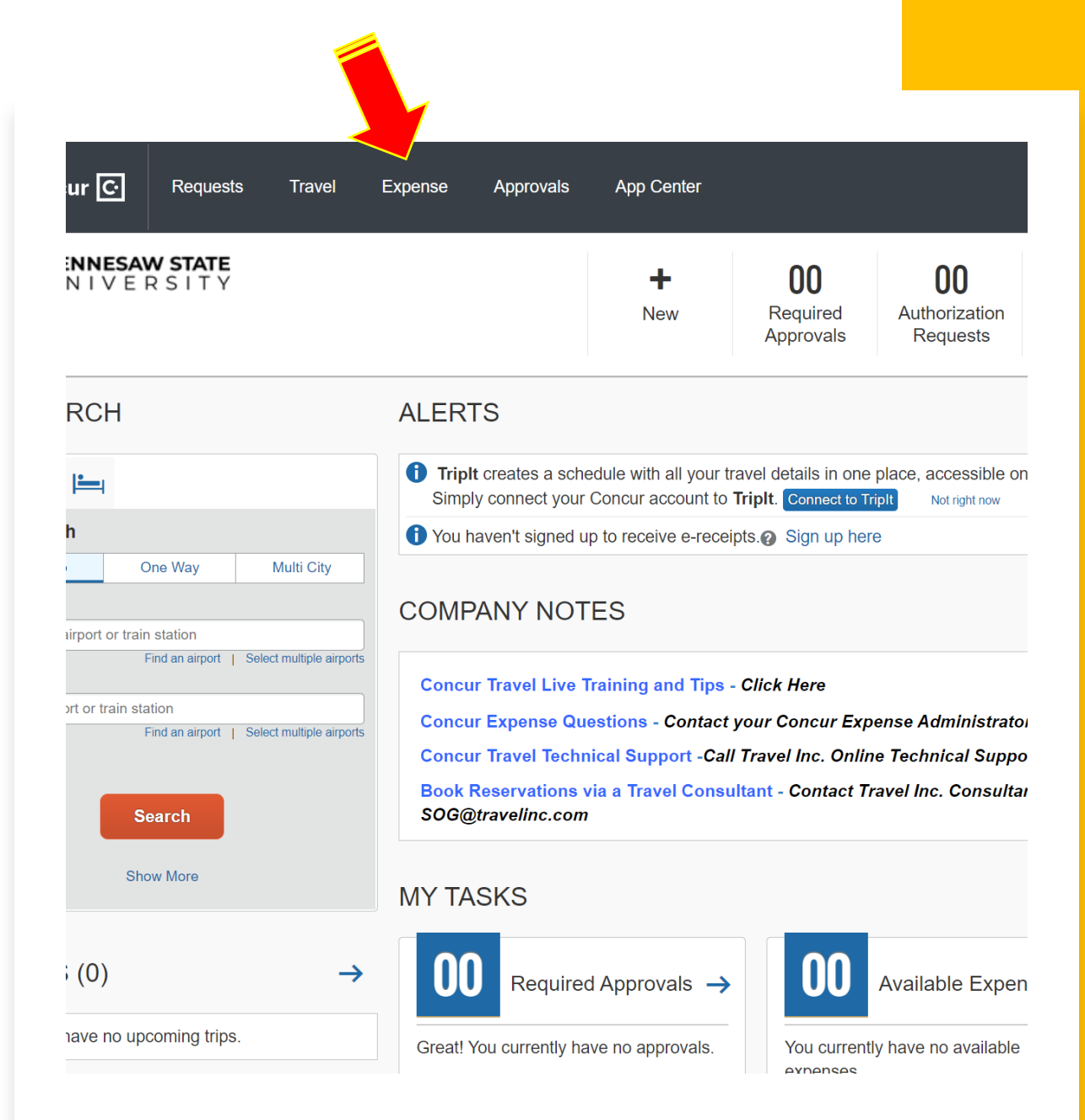


How to Create a Mileage Expense Report


- 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**: A search form for trips, including fields for "One Way" and "Multi City", and a "Search" button.
- ALERTS**: A section with two informational messages. The first message states: "Triplt creates a schedule with all your travel details in one place, accessible on... Simply connect your Concur account to Triplt. [Connect to Triplt](#) Not right now". The second message states: "You haven't signed up to receive e-receipts. [Sign up here](#)".
- COMPANY NOTES**: A section with three links: "Concur Travel Live Training and Tips - [Click Here](#)", "Concur Expense Questions - [Contact your Concur Expense Administrator](#)", and "Concur Travel Technical Support - [Call Travel Inc. Online Technical Support](#)".
- MY TASKS**: A section with two task cards. The first card shows "00 Required Approvals" and a message: "Great! You currently have no approvals." The second card shows "00 Available Expenses" and a message: "You currently have no available expenses."

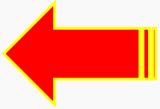
SAP Concur  Requests Travel **Expense** Approvals App Center Prof

Manage Expenses View Transactions Cash Advances

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.

Type here to search



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 multiple tabs. The active tab is displaying a page from 'concur.solutions.com'. A modal dialog titled 'Add Expense' is open. At the top of the dialog, it shows '0 Available Expenses' and a '+ Create New Expense' button. A red arrow points to this button. Below the button is a search box with the placeholder text 'Search for an expense type'. A list of expense types is shown below the search box, with 'Personal Car Mileage' selected and highlighted in blue. Other visible options include 'bus', 'IT Supplies & Materials', 'Other Ground', 'Parking', 'Rental Car Fuel', 'Rental Cars Only', and 'Shuttle Service'. The SAP logo is visible in the bottom right corner of the browser window.



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

Manage Expenses View Transactions Cash Advances

New Expense

Cancel **Save Expense**

Details **Itemizations** [Show Receipt](#) 

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

Expense Type * Transaction Date * Purpose of the Trip *

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”
- Hit “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:

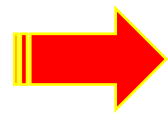
- Avoid Tolls Avoid Highways
- Waypoints:**
 - 520 Parliament Garden Way NW, Kennesaw, GA (7.5 MI, Personal)
 - 677 Church St, Marietta, GA 30060, USA (6.7 MI, Personal)
 - 520 Parliament Garden Way NW, Kennesaw, GA (7.5 MI, Personal)
- Calculate Route** (indicated by a red arrow)
- Directions:**
 - 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: 381 ft
 - 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
- TOTAL PERSONAL:** 0.0 MI
- TOTAL BUSINESS:** 14.2 MI
- Deduct Commute

The map shows a route from point A (520 Parliament Garden Way NW) to point B (Wellstar Kennesaw Hospital) and back to A. The 'Add Mileage to Expense' button is highlighted in blue at the bottom right of the calculator window.

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](#)

Type here to search

Before you submit your report...

- Please email Amanda Curley at acurley@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.

SAP Concur Expense Report Interface

Manage Expenses | View Transactions | Cash Advances

A \$36.68 Delete Report Copy Report Submit Report

Not Submitted | Report Number: 2JQMNB

Report Details | Print/Share | Manage Receipts | Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

<input type="checkbox"/>	Receipt T↓	Payment Type T↓	Expense Type T↓	Vendor Details T↓	Date T↓	Requested T↓
<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