

## Mileage

**Mileage** is classified as the reimbursement for use of a privately owned vehicle for business travel. Please use this guide to appropriately expense **Mileage**.

### Accessing Concur

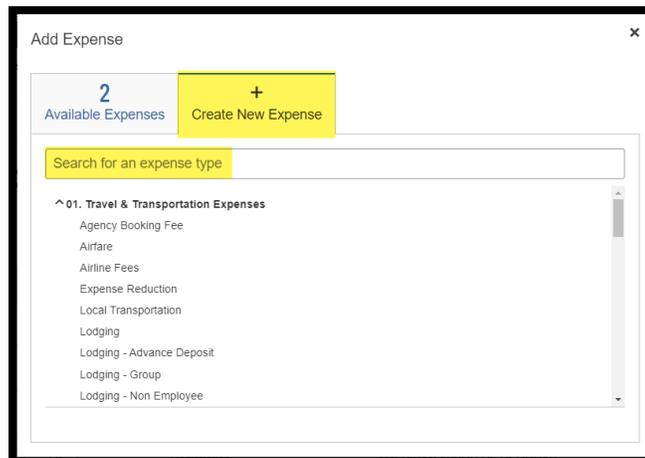
1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

### Cash/Out of Pocket Charges

4. To expense a Cash/Out of Pocket charge, click **Add Expense**.



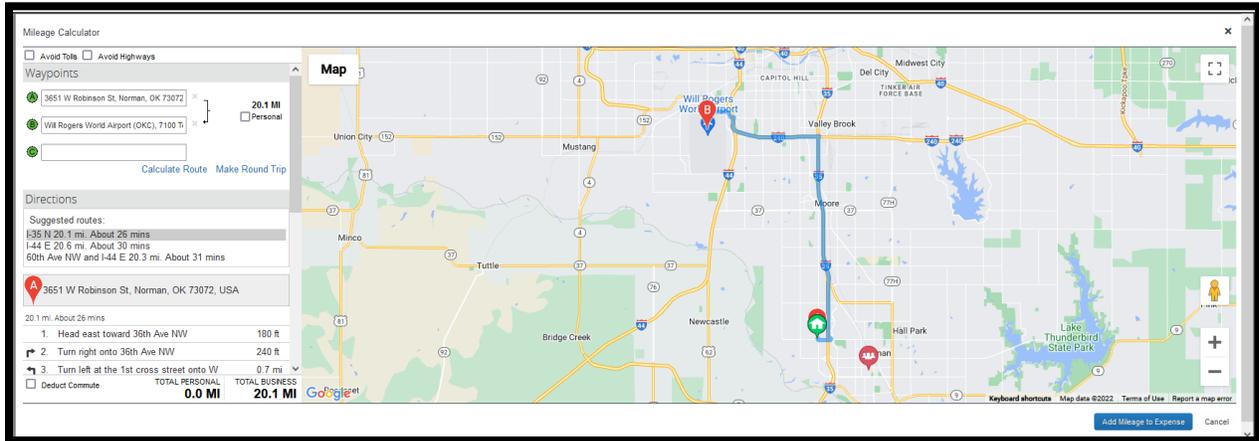
5. Select the **+ Create New Expense** tab in the pop-up window.



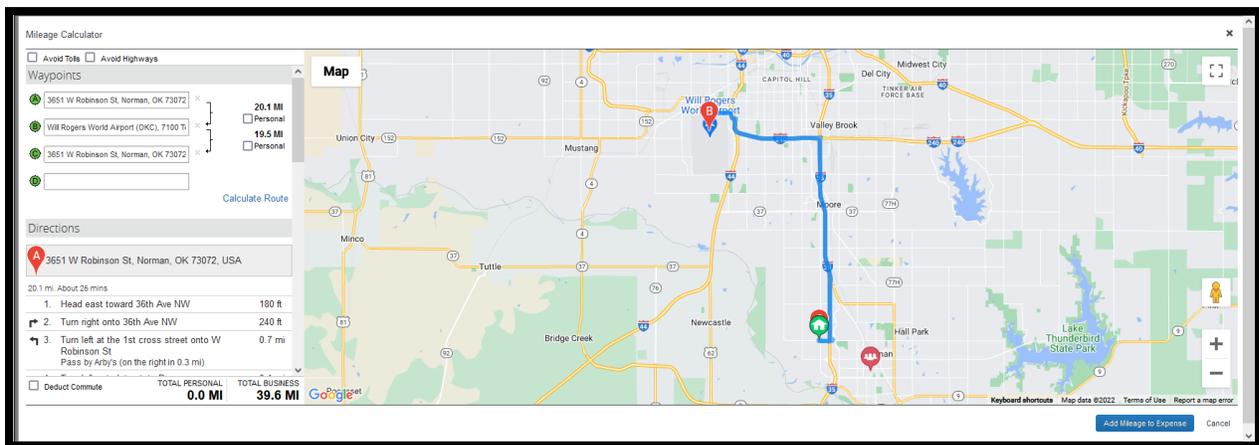
6. Either type in **Mileage** in the **Expense Type** search bar or scroll through the list of expense types and select **Mileage**.
7. The Mileage Calculator will appear and **Waypoint A** will automatically populate with your **home address**.

## Mileage

- In **Waypoint B**, type in the **street address, city** and **state**. For some public addresses, such as Will Rogers World Airport, you can type in the name of the location and the correct street address will appear.

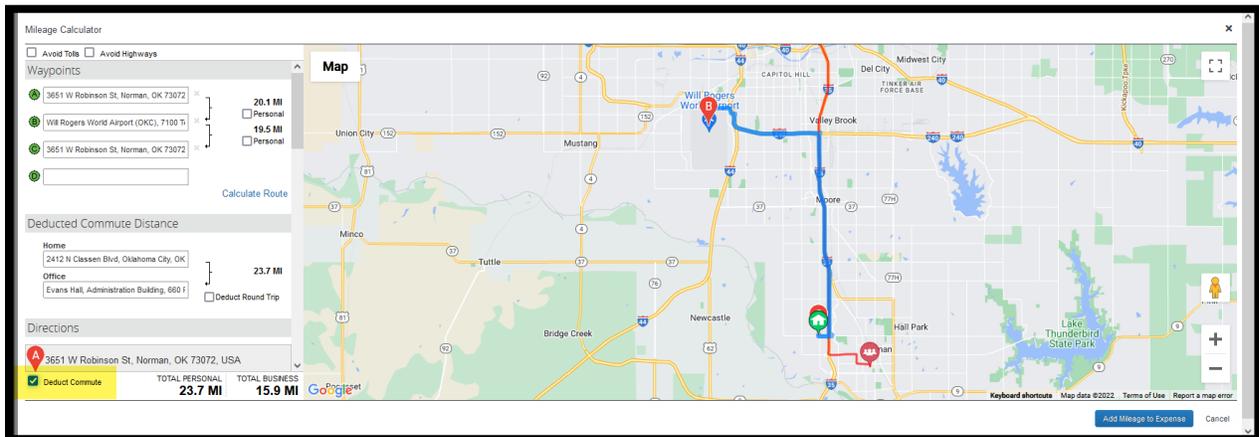


- Click on the **Calculate Route** option.
- If **Suggested routes** appear to travel from one **Waypoint** to another, select the **route that was actually driven**.
- If more locations are necessary to record, use the **Tab** option on your keyboard to continue adding **Waypoints**.
- If a **Waypoint** is incorrectly added, click the **X** to the right of the address to delete the address and the **Waypoint** will be removed from the calculation.
- If any of the **Waypoints** entered include personal travel, click the **Personal** box next to the personal **Waypoint**.
- To finish the mileage calculation, click the **Make Round Trip** option which will insert your **home address** as the ending location.

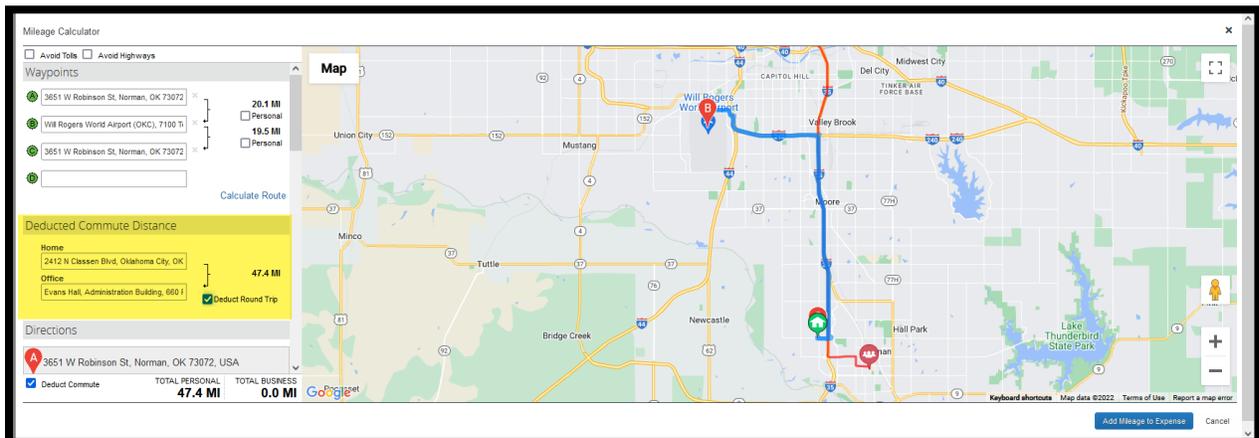


## Mileage

15. If the travel occurred on day that you normally drive from home to work, click the **Deduct Commute** box.



16. Your **Home** and **Office** addresses will automatically populate from your information in the HR system showing your normal distance traveled from home to work.
17. If the travel occurred on a day that you normally drive from work to home, click the **Deduct Round Trip** box.



18. The Mileage Calculator will list the **Total Personal** miles driven, which include any **Commute** or **Waypoints** listed as **Personal**, as well as **Total Business** miles, which is what you are allowed to be reimbursed for. Please note that your mileage calculation could result is zero miles for business travel.
19. Click the **Add Mileage to Expense** button at the bottom right of the Mileage Calculator.

## Mileage

*New Expense* Cancel Save Expense

Details Itemizations Show Receipt

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

\* Required field

Expense Type *	Transaction Date *	Traveler Type *	
Mileage	09/16/2022	Employee	
Trip Type *	Report/Trip Purpose *	Event Name/Nature of Business	From Location
Out of State	Conference	ABC CONFERENCE	3651 W Robinson St, Norman, ...
To Location	Personal License Plate Number *	Payment Type	
Will Rogers World Airport (OKC...)	ABC123	Cash/Out of Pocket	

Comment

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Vehicle ID *	Distance to Date	Distance *	Number of Passengers
State	0	16	0
Amount	Currency	Reimbursement Rates	
10.00	US, Dollar	USD 0.625 per mile	

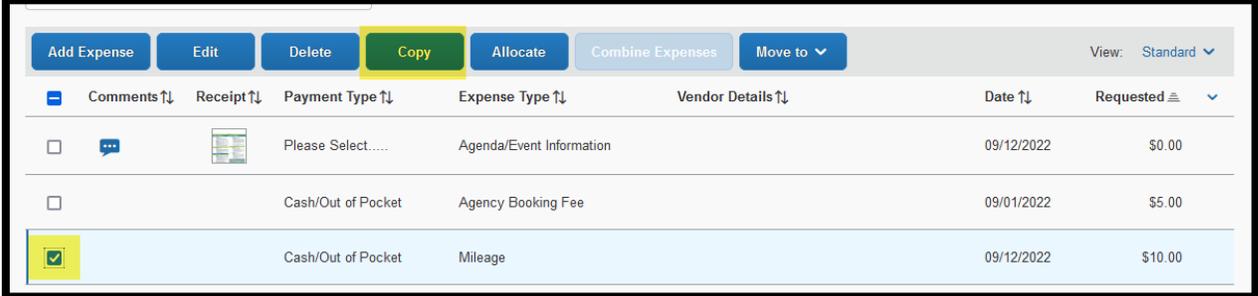
[View all reimbursement rates](#)

Save Expense Save and Add Another Cancel

20. **Mileage** should be entered by date. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**.
21. Ensure that the **Personal License Plate Number** is entered. This information should automatically populate from your **Profile**. See the Profile document for more information.
22. The **Distance** driven will automatically calculate the **Amount** to be reimbursed based on the **Transaction Date**. **Mileage** rates normally change each calendar year and those rates are automatically loaded into the system.
23. Please ensure that the **Event Name/Nature of Business** which populates from the Report Header is descriptive of the reason for incurring a **Mileage** expense. If not, please add more descriptive information in **Comments**.
24. Click **Save Expense**.
25. Follow the previous steps to continue to add **Mileage** expenses per day.

## Mileage

26. If a particular **Mileage** entry needs to be added for multiple days, select the **Mileage** expense type of the left side of the expense report and click the **Copy** button at the top of the Expenses header.



Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard					
Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date Requested
<input type="checkbox"/>		Please Select.....	Agenda/Event Information		09/12/2022 \$0.00
<input type="checkbox"/>		Cash/Out of Pocket	Agency Booking Fee		09/01/2022 \$5.00
<input checked="" type="checkbox"/>		Cash/Out of Pocket	Mileage		09/12/2022 \$10.00

27. A copied entry will be made for the next date, but the **Transaction Date** can be adjusted.
28. No **Receipt** is required for a **Mileage** expense, but a **Comment** may be entered to justify the travel or a **Receipt** that explains the purpose of the travel can be attached.