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 though the list of expense types and select Mileage.

7. The Mileage Calculator will appear and Waypoint A will automatically populate with your home address.
8. 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.

9. Click on the **Calculate Route** option.

10. If **Suggested routes** appear to travel from one **Waypoint** to another, select the **route that was actually driven**.

11. If more locations are necessary to record, use the **Tab** option on your keyboard to continue adding **Waypoints**.

12. 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.

13. If any of the **Waypoints** entered include personal travel, click the **Personal** box next to the personal **Waypoint**.

14. To finish the mileage calculation, click the **Make Round Trip** option which will insert your **home address** as the ending location.
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 in zero miles for business travel.

19. Click the **Add Mileage to Expense** button at the bottom right of the Mileage Calculator.
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.

![Image: Expense Report with Mileage entries]

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.