In order to claim mileage reimbursement, each traveler will be required to establish personal cars in their profiles. Mileage reimbursement will not be available to the traveler until the Personal Cars are created.

**Procedures**

1. Sign into Concur with your ID and password.
2. Click on Profile Settings.
3. All of the traveler’s Profile Options will appear.
4. Click on Personal Car.
## Concur – Personal Car Management and Claiming Mileage

The Personal Car Registration screen will open.

Click on New.

Complete the Vehicle ID and Vehicle Type fields.

The Vehicle Type will have a dropdown list of the available reimbursement rates. It is recommended that you name the Vehicle ID the same as the Vehicle Type.

Click the check box for Preferred Car for only the vehicle type you will be reimbursed the most.

Click Save.

The vehicle has been added to you Personal Car Profile and will now be available to claim mileage on a Travel Expense Report.

Repeat this process to add all applicable cars to your profile.

### Vehicle Types:

- **Federal Rate** = The traveler will be reimbursed the Federal Rate as defined by the IRS.
- **Reduced Federal Rate** = The Reduced Federal Rate is 50% of the Federal Rate. Some departments require the use of the reduced federal rate when a personal car is driven when other options were available. Check with your department business officer to determine if this rate could apply to you.
- **State Rate** = The State Rate will be required when mileage is charged to a state funded WBS element.
Quick Reference Card – Concur

Concur – Personal Car Management and Claiming Mileage

A traveler’s profile could contain up to 3 different Personal Cars.

NOTE: Once a personal car is used on a travel expense report, the Remove option will no longer be available.

HOW TO CLAIM MILEAGE:

On a General Travel Policy Expense Report, click Add Expense.

Click on Create New Expense, type Mileage in the Search for an expense type field, and Click on Personal Car Mileage.
**Concur – Personal Car Management and Claiming Mileage**

<table>
<thead>
<tr>
<th>Complete the Mileage Calculator.</th>
<th><img src="image1.png" alt="Mileage Calculator" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Be certain to click Make Round Trip to capture all of the mileage for the entire trip in one entry.</td>
<td><img src="image2.png" alt="Round Trip Example" /></td>
</tr>
<tr>
<td>Click Add Mileage to Expense.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete the required fields.</th>
<th><img src="image3.png" alt="Expense Form" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> If you use the Mileage Calculator, you should only have to complete the Transaction Date.</td>
<td></td>
</tr>
<tr>
<td>Review the Vehicle ID. The Vehicle ID will default to the Personal Car that was selected as Preferred Car in your profile. Be sure the appropriate vehicle representing the correct rate for the travel is selected.</td>
<td></td>
</tr>
<tr>
<td>Click Save Expense.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The State Rate will be required when the mileage is charged to a state funded WBS element.
The mileage expense has now been added to the General Travel Expense Report.

Continue adding additional expenses to the report until the travel report is complete.