Use this QRC when completing a mileage only expense report.

|  |
| --- |
| **Log In To Concur** |
| Go to the **Employee Portal** page. Choose **Travel System (Concur)** to log in to Concur using Purdue Career Account and password.Enter Career Account ID and password.Click **Login**. | **www.purdue.edu/employeeportal** Concur travel system logoPurdue University login page |
| If you are booking on behalf of another traveler, click **Profile**. | profile page |
| Under **Administer for another user…** select user name from drop-down menu, or search by entering name.Click **Apply**. | Administrator for another user |

|  |
| --- |
| **Expense Report** |
| Select the **Expense** tab.Click **Create New Report**. | Active reports tab in concur |
| Complete all required fields on the **Report Header** *(all required fields are noted with a heavy red bar)***.**Report header in Concur |
| **Report Name** | Type a name. Use the naming convention supplied by business office (40 characters max). |
| **Report Date** | Automatically set to current date. |
| **Policy** | Defaults to **US Expense Policy**. |
| **Purpose of Travel** | Select best option from drop-down menu. Some selections (research related activities) require an explaination in the **Comment** section. |
| **Travel Start Date** | Type date or choose the date from the calendar. |
| **Travel End Date** | Type date or choose the date from the calendar. |
| **Traveler Type** | Select **Employee (EMP)**. |
| **Travel Type** | Select **In State** or **Out of State**. |
| **Account Assignment** is a required field. Click in the **Account Assignment** text box.The **CODE** radio button is selected by default.* Type an asterisk (\*), followed by the account number.

*Or*Search by **TEXT:*** Change the radio button to **TEXT** and type an asterisk (\*) followed by the account name.

**Note**:Use the primary and most restrictive account assignment. If all accounts are equally restrictive, list the account that is paying for the majority of the cost. Additional cost assignments will be allocated within itemized expenses. Choose the correct fund/cost center combination from list generated by Concur.Refer to the business office with questions about account assignments. | Account asignment field**Tips:**Use as many digits of the account assignment as possible.Use scroll bar at bottom of window to see full account assignment name. |
| Select **Next >>**. | Next button |
| Select **Cancel** to create mileage only expense.**Note**: Travel allowance (i.e., Fixed Meals or Subsistence) is created by **Completing Itinerary Stops** when travel time is greater than 12 hours. If travel exceeds 12 hours, refer to [Create and Edit Blanket Travel Expense Report in Concur Travel and Expense QRC](https://spa2010.itap.purdue.edu/Business/businessatpurdue/QRCs/Create%20and%20Edit%20Blanket%20Travel%20Expense%20Report%20in%20Concur%20Travel%20and%20Expense.pdf)**.** | Single day itineraries |
| **Create Expenses – Personal Car Mileage** |
| Select **Personal Car Mileage** under **New Expense**. | car mileage report |
| Type **Transaction Date, Purpose of Travel**, **From** and **To Location**. | transaction date |
| Select appropriate **Rate** usingthe **Vehicle ID** field. **IRS Federal Rate Vehicle** is the default selection.NOTE: For County Extension, see [Create a Mileage Only Expense Report in Concur Travel and Expense for County Extension Offices QRC](https://spa.itap.purdue.edu/Business/businessatpurdue/_layouts/WordViewer.aspx?id=/Business/businessatpurdue/QRCs/Create%20a%20Mileage%20Only%20Expense%20Report%20in%20Concur%20Travel%20and%20Expense%20for%20County%20Extension%20Offices.docx&Source=https%3A%2F%2Fspa%2Eitap%2Epurdue%2Eedu%2FBusiness%2Fbusinessatpurdue%2FPages%2Ftravelexpense%2Easpx&DefaultItemOpen=1&DefaultItemOpen=1).  | vehicle ID rate |
| Click **Mileage Calculator**. | mileage calculator button |
| Enter addresses for A, B and/or C **Waypoints**.Click **Calculate Route**.Click **Make Round Trip**, if applicable.NOTE: For travel to multiple locations, create mileage for all stops to ensure the most accurate mileage reimbursement.  | mileage calculator |
| Select **Suggested Route** under **Directions**. | directions |
| Route is highlighted on map. | route higlighted on map |
| Click **Add Mileage to Expense**. | Add mileage to expense |
| Click **Save**.Repeat above steps for each leg to be reimbursed. | save button |

|  |
| --- |
| **Allocate Expense** |
| **Personal Car Mileage** is displayed as an unallocated expense.Click the expense title or check the box to the left of the expense to display expense details.  | personal car mileage |
| Click **Allocate**. | allocate button |
| Select **Add New Allocation** to allocate costs to an additional account assignment than the one noted previously on the Report Header.Click **Allocate By** and select **Percentage** or **Amount**. Enter amounts. | add new allocation buttonpercentage or amount |
| Click **Save**. | save button |
| Click **OK**. | success message |
| Click **Done**. | done button |
| Verify that all exceptions are cleared.Verify that all expenses are allocated.  | Exceptions are noted with the following icons: caution icon or notice that not all expenses have been properly allocatedAllocated expenses are noted with the following icon: this symbol indicates that all expenses have been allocated. |

|  |
| --- |
| **Submit Expense Report** |
| Click **Submit Report**. | submit report |
| If preparing on behalf of the traveler, exit Expense Report and notify traveler that report is ready for submission. |
| Read **Final Review**.Click **Accept & Submit**. | Final review window |
| **Report Submit Status** provides disbursement information and identifies the fiscal approver.**Amount Due Employee** will be provided in a check (mostly likely directly deposited to the same account identified for payroll direct deposits), once expense report is approved through the system.**Amount Owed Company** will be payroll deducted the next payroll cycle.Select **Close**. | Report submit window |