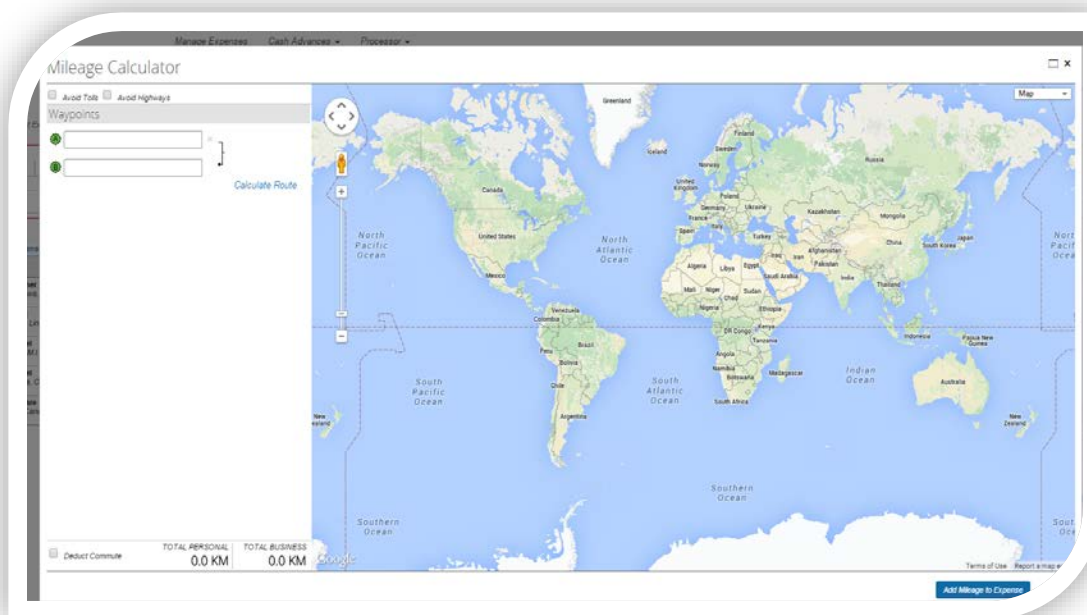


# CALCULATING PERSONAL CAR MILEAGE

## Concur expense management system

When you select the expense item **Personal Car Mileage**, a pop-up window appears with the **mileage calculator**. This calculates the kilometres travelled and the amount that will be reimbursed to you for the distance travelled with your personal vehicle.



1. Line 1—Enter the departure address. Press the **Tab** key on your keyboard.
2. Line 2—Enter the destination address. Press the **Tab** key on your keyboard.
3. Line 3—You have two options:
  - If there are multiple destination addresses, enter them all and select **Calculate Route**.
  - If your final destination address is the same as your departing address, select **Make Round Trip**.
4. Select **Add Mileage to Expense**.

The expense screen will appear. Fill in all the required fields. If applicable, enter the names of all passengers who travelled in the car with you for this trip.

The screenshot shows the 'View Expense' form with the following details:

- Expense Type:** Personal Car Mileage
- Transaction Date:** YYYY-MM-DD
- Number of Passengers:** (empty)
- Purpose of the Trip:** (empty)
- From Location:** 550 Cumberland St, Ottawa, ON
- To Location:** Ottawa International Airport (YOW)
- Payment Type:** Paid by traveller- Out of pocket
- Comment:** (empty text area)
- Distance:** 31
- Amount:** 17.67
- Currency:** Canada, Dollar
- Reimbursement Rates:** (empty)

- Enter the **Transaction date**, **Number of Passengers** and the **Purpose of the Trip**.
- If applicable, add the passengers' information under **Attendees**.
- If necessary, write a comment in the **Comment** field to justify this expense.
- Select **Save Expense**.
- This will automatically generate the **Distance** travelled as well as the **Amount** claimed.

**Note:** To add participants for carpooling purposes, see the “Adding attendees to an expense” guide.