Use this QRC when completing a mileage only expense report.

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| Log in to concur | | | |
| Go to the [Employee Portal](http://www.purdue.edu/employeeportal) at [www.purdue.edu/employeeportal](http://www.purdue.edu/employeeportal)  Choose **Travel System (Concur)**.  Log in using Purdue Career Account login and password.  Click **Login**. | | |  |
| Select the traveler for whom the expense report will be submitted.  Click **Yourself** to change to a different traveler. | | | cid:image001.png@01D04C5E.24869160 |
| Select the individual from the drop down menu. | | |  |
| Expense Report | | | |
| Select the **Expense** tab.  Click **Create New Report** | | |  |
| Complete all required fields on the **Report Header** *(all required fields are noted with a heavy red bar)***.** | | | |
| **Report Name** | Type a name. Use the naming convention supplied by business office (40 characters max). Example:  **EXT/LastName/County/Mileage/MAY2013** | | |
| **Report Date** | Automatically set to current date. | | |
| **Policy** | Defaults to **US Expense Policy**. | | |
| **Purpose of Travel** | Select **County Extension Services – Mileage.** | | |
| **Travel Start Date** | Type date or choose the date from the calendar. i.e. 5/1/2013 | | |
| **Travel End Date** | Type date or choose the date from the calendar. i.e. 5/31/2013 | | |
| **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. For all mileage only expense reports, use the account string listed below:  **32050035/4011013000/5200003807**  The **CODE** radio button is selected by default.   * Begin typing in the account string provided by the business office. As you type, accepted account strings will begin to appear. Choose the account number that fits your needs. | **Tips:**  Use as many digits of the account assignment as possible.  After an account has been selected once, the account string will populate in the most recently used accounts and will automatically be listed the next time an account assignment is entered. | | |
| Select **Next >>**. |  | | |
| 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)**.** |  | | |
| Create Expenses – Personal Car mileage | | | |
| Select **Personal Car Mileage** under **New Expense: All Expense Types: Mileage**. | |  | |
| Type **Transaction Date, Purpose of Travel**, **From** and **To Location**. Also type in the total # of miles you accumulated for the month. (Should match exactly to your Form 21.)  **NOTE:** To ensure proper mileage rate calculations, the transaction date must be during the month the travel occurred.  **From Location** and **To Location** should be the city of your County Extension Office. | |  | |
| **Vehicle ID Rate** will default to the preferred county rate.  To add a new vehicle rate, follow the Adding a County Extension Rate Vehicle in Concur Travel and Expense QRC.  **Number of Passengers:** 0  **Distance to Date:** 0  **Mileage Calculator**. This will likely not be used if you are submitting monthly mileage but can be used if needing an accurate mileage count for just one destination.  Click on the **SAVE** button. | |  | |
| Click on the expense on the left hand side of your screen.  Attach Form 21 by selecting **Attach Receipt.**  You should have already completed a Form 21 at this point to track/log your mileage for the month. This should be signed by your CED if you are an educator and your DD if you are a CED. Once signed you will save a scanned copy to a location on your computer that you can find easily. \*Save Form 21 as a .pdf, .jpg, .png, or .jpeg so that is compatible with Concur.  If using a smartphone app, the Form 21 can also be loaded by taking a legible photo of it using your smart device. | |  | |
| Select **Browse**  Find your saved Form 21 document and select your document**.**  Select **Attach.** Your Form 21 will be attached at this point.  If you have uploaded your Form 21 in to the receipt store click on the correct receipt and select **Attach.** | |  | |
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| allocations | | | |
| **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.  Click **Allocate**. | |  | |
| Verify that the account is correct, check the box to the left of the line item and select **Save.** | |  | |
| Click **OK**. | |  | |
| Click **Done**. | |  | |
| Verify that all exceptions are cleared.  Verify that all expenses are allocated. | |  | |
| submit expense report | | | |
| Click **Submit Report** or **Notify Traveler** (if delegate is preparing expense report). | |  | |
| Select **Accept& Submit**. | |  | |
| **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**. | |  | |
| Approvals | | | |
| Traveler receives email notification from Concur once expense report is approved by fiscal approver. | |  | |
| Traveler receives email notification from Concur once expense report is approved by the central travel office approver. | |  | |
| Traveler receives email notification from Concur once expense report is extracted from Concur and sent to SAP for any reimbursement amount due to traveler. | |  | |
| Traveler receives email notification from SAP once reimbursement is processed and sent to the traveler’s bank account. | |  | |