This QRC provides instruction to add a mileage rate vehicle for the County Extension Offices.

|  |
| --- |
| **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**. |  |
| **Adding New Vehicle Rate** |
| Click **Profile**.Click **Profile Settings**. |  |
| Select **Personal Car** from the tool bar on the left or from the middle of the page. |  |
| Click **New**. |  |
| Enter Vehicle ID.Select appropriate **Reimbursement Rate for this Vehicle** from drop-down list.Click **Save**.**NOTE:** Marking **Preferred Car** checkbox will have all mileage rates to default to this vehicle. |  |