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

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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**. |  |
| **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. |  |