Use this QRC when completing a mileage only expense report.

### LOG IN TO CONCUR

Go to the Employee Portal 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.

Select the individual from the drop down menu.
EXPENSE REPORT

Select the Expense tab.

Click New Expense Report.

Complete all required fields on the Report Header (all required fields are noted with a heavy red bar).

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Type a name. Use the naming convention supplied by business office (40 characters max).</td>
</tr>
<tr>
<td>Report Date</td>
<td>Automatically set to current date.</td>
</tr>
<tr>
<td>Policy</td>
<td>Defaults to US Expense Policy.</td>
</tr>
<tr>
<td>Purpose of Travel</td>
<td>Select best option from drop-down menu. Some selections (research related activities) require an explanation in the Comment section.</td>
</tr>
<tr>
<td><strong>Travel Start Date</strong></td>
<td>Type date or choose the date from the calendar.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td><strong>Travel End Date</strong></td>
<td>Type date or choose the date from the calendar.</td>
</tr>
<tr>
<td><strong>Traveler Type</strong></td>
<td>Select <strong>Employee (EMP)</strong>.</td>
</tr>
<tr>
<td><strong>Travel Type</strong></td>
<td>Select <strong>In State</strong> or <strong>Out of State</strong>.</td>
</tr>
<tr>
<td><strong>Account Assignment</strong></td>
<td>is a required field. Click in the <strong>Account Assignment</strong> text box.</td>
</tr>
</tbody>
</table>

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.

**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 >>**.

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](#).
CREATE EXPENSES – PERSONAL CAR MILEAGE

Select **Personal Car Mileage** under **New Expense**.

Type **Transaction Date**, **Purpose of Travel**, **From** and **To Location**.

Select appropriate **Rate**. IRS Federal is default.

Click **Mileage Calculator**.
Type addresses for A, B and/or C **Waypoints**.

Select **Make Round Trip**, if applicable.

Choose **Suggested Route** under **Directions**.

Click **Add Mileage to Expense**.

Click **Save**.

**If the traveler drove to several locations, s/he may have more than one **Personal Car Mileage Expense.** Create mileage for all stops to ensure the most accurate mileage reimbursement.**

Repeat above steps for each leg to be reimbursed.
**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**.

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.

Click **Save**.

Click **OK**.

Click **Done**.
Verify that all exceptions are cleared.

Verify that all expenses are allocated.

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**.