



## Documented Miles Expense Type

**Purpose:** This expense type is for personal vehicle mileage that cannot be accurately represented via Google maps (i.e., many laps of a looped route, off-road fieldwork, home/site visits that are documented via mileage log and submitted at a regular interval).

1. Click **New Expenses** to start a new expense line.
2. Select the **Documented Miles** expense type by clicking on it or by typing it into the search box.
3. Enter the number of miles claimed.

The screenshot shows the 'New Expense' form in Concur. The 'Expense Type' is set to 'Documented Miles'. The 'Trip Type' is 'Out of State'. The 'Report/Trip Purpose' is 'Conference/Convention'. The 'Mileage Rate' is 0.445. The 'Payment Type' is 'Out of Pocket'. The 'Amount' is 0. The 'Distance' field is empty and highlighted with a red box. At the bottom right, there are buttons for 'Save', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'Attach Receipt' button is also highlighted with a red box.

4. Click **Attach Receipt** and attach the mileage log (**Required!**).
5. Click **Save**.