



## Entering Personal Vehicle Mileage

**Purpose:** Concur provides a Google Maps mileage calculator within the Mileage (Personal Vehicle Only) expense type for tracking mileage when using a personal vehicle for business. FDOT mileage tables, MapQuest, etc. will no longer be acceptable documentation for the Mileage (Personal Vehicle Only) expense type.

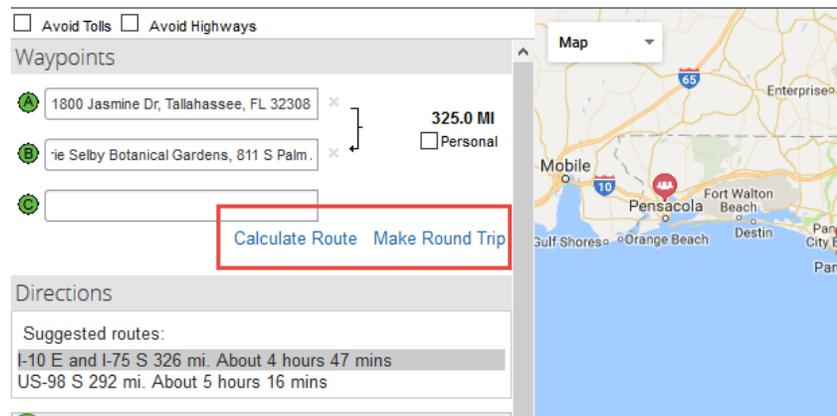
- Please see **Entering Documented Miles** for how to handle Mileage Logs.
- The Mileage Calculator will calculate mileage based on your point-to-point routes

The most accurate way to calculate mileage when using your personal car for business travel is to set up your waypoints as:

1. **Waypoint 1:** Your home or work location as the starting point (or wherever you “lay your head at night”, when already in travel status). Your starting point should be from where you actually started business travel. For example, if you left from home, do not put your work location as the starting point.
2. **Waypoint 2:** Your destination.
3. **Last Waypoint:** Your home or work location (or wherever you “lay your head at night”, when in travel status). The user may click **Make Round Trip** if the return point is the same as the starting point.

### To create a personal car mileage expense line:

1. With the expense report open, on the **New Expense** tab, select **Mileage (Personal Vehicle Only)**.



2. The Google Mileage Calculator window automatically displays. Enter the Starting Point (home, office, or possibly hotel location, if already in-travel), and Destination.
3. Click **Make Round Trip**, only if your endpoint is the same as your starting point.
4. Click **Calculate Route**.
5. If needed, the Google Maps display can be adjusted to reflect the actual route taken.



Click **Deduct Commute** (if starting travel from home, on a normal work day).

**Deducted Commute Distance**

**Home**  
1800 Jasmine Dr

**Office**  
600 W College Ave, Tallahassee, FL 323

16.3 MI

Deduct Round Trip

**Directions**

Suggested routes:  
I-10 E and I-75 S 326 mi. About 4 hours 47 mins  
US-98 S 292 mi. About 5 hours 16 mins

1801 Jasmine Dr, Tallahassee, FL 32308, USA

326 mi. About 4 hours 47 mins

- Head west on Jasmine Dr toward Carissa Dr 39 ft
- Jasmine Dr turns left and becomes Carissa Dr 0.2 mi
- Carissa Dr turns left and becomes Quince Dr 184 ft

Deduct Commute

TOTAL PERSONAL: 16.3 MI | TOTAL BUSINESS: 308.7 MI

- Enter Home and Office location. You only need to do this once, or if your address changes.
  - Click **Deduct Round Trip**, if applicable.
2. Click Add **Mileage to Expense**.

New Expense Available Receipts

View Reimbursement Rates

Expense Type: Mileage (Personal Vehicle Onl) | Transaction Date: 10/09/2017 | Trip Type: Out of State | Report/Trip Purpose: Conference/Convention | Additional Information: [ ]

From Location: 1800 Jasmine Dr, Tallahassee, FL 32 | To Location: Marie Selby Botanical Gardens, 811 | Payment Type: Out of Pocket | Distance: 647 | Amount: 287.92 USD | Comment: [ ]

[Mileage Calculator \(Required\)](#)

Save Allocate Attach Receipt Cancel

3. Make sure all required fields are completed, including Transaction Date. Users are not required to attach a receipt or any other attachment for this expense type.
4. Click **Save**.