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).

1. Enter Home and Office location. You only need to do this once, or if your address changes.
2. Click **Deduct Round Trip**, if applicable.
3. Click **Add Mileage to Expense**.
4. 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.
5. Click **Save**.