

Creating a Mileage Claim in Concur

Creating a mileage claim in Concur is a two step process.

Firstly, record the details of your journeys under **Business Mileage** (company car drivers or employees who receive cash allowance) or **Personal Car Mileage**. Enter the transaction date as the date of the journey and details of locations (from and to) and Total Distance covered

The screenshot displays the Concur Expense Centre interface for creating a new expense. The browser address bar shows the URL: <https://eu1.concursolutions.com/Expense/Client/default.asp>. The page title is "Expense Centre".

The main navigation bar includes "CONCUR", "Expense", "Approvals", "Reporting", and "App Centre". The user's profile is visible in the top right corner.

The "New Expense" form is the central focus. It includes the following fields and options:

- Expense Type:** A dropdown menu with "Business Mileage" selected. This field is circled in red.
- Transaction Date:** A date input field with a calendar icon. This field is circled in red.
- Business Purpose:** A text input field.
- From Location:** A text input field. This field is circled in red.
- To Location:** A text input field. This field is circled in red.
- Payment Type:** A dropdown menu with "Out of pocket" selected.
- Receipt Status:** A dropdown menu.
- Rechargeable:** A checkbox.
- Comments:** A text input field.
- Vehicle ID:** A dropdown menu.
- Odometer (Start - End):** Two input fields for start and end values.
- Number of Passengers:** An input field.
- Total Distance - Amount:** An input field with a currency dropdown set to "GBP". This field is circled in red.
- Distance (Business, Personal):** Two input fields for business and personal distance.
- Distance to-Date:** An input field.

At the bottom of the form, there are buttons for "Save", "Allocate", "Attach Receipt", and "Cancel".

The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time "11:19" and date "15/02/2017".

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Secondly, enter details of the fuel purchased to enable you to complete those journeys under the **Fuel for Mileage** category. The fuel purchases should be on or before the date of the journey (up to 30 days prior). This category enables the company to recover the VAT within your mileage claim. The transaction date and amount **MUST** match the fuel receipt. Upload an image of the receipt to this line and **NOT** the Business/Personal Mileage line. Please note that the date and VAT split must be visible and may require an image of both sides of a receipt, in particular Sainsbury fuel receipts.

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The main navigation bar includes "Expense", "Approvals", "Reporting", and "App Centre". The user is logged in as "Profile".

The page number "123" is displayed in the top left corner. The "Delete Claim" and "Submit Claim" buttons are visible in the top right corner.

The "New Expense" form is the central focus. It includes the following fields:

- Expense Type:** "Fuel For Mileage" (circled in red)
- transaction Date:** (empty, circled in red)
- Country:** "UNITED KINGDOM"
- Payment Type:** "Out of pocket"
- Amount:** "0.00" (circled in red)
- GBP:** (currency dropdown, circled in red)
- Receipt Status:** (empty dropdown)

At the bottom of the form, there is a summary table:

TOTAL AMOUNT	TOTAL REQUESTED
£0.00	£0.00

The "Save", "Attach Receipt", and "Cancel" buttons are located at the bottom right of the form.