

# Section 10: Use Special Features (Continued)

## Work with Mileage

### How to...

1. Click **New Expense**.

On the **New Expense** tab, select the appropriate expense type.

In the **Transaction Date** field, type the date or use the calendar.

In the **From Location** field, enter the starting location of your trip.

In the **To Location** field, enter the ending location of your trip.

Click the **Mileage Calculator**.

Click **Add Mileage to Expense**.

Complete any additional required fields as directed by your company, and then click **Save**.

### Additional Information

The **New Expense** tab appears.

Your company determines the name of the expense type. It may be called Car, Mileage, or something similar.

The **Mileage Calculator** helps you to determine mileage between locations. Notice that the To and From locations that you entered for the expense automatically appear. Using the **Mileage Calculator**, you can change the locations or add additional locations. The distance between locations will appear for you to add to your expense report.

The expense appears on the left side of the page.

The screenshot shows the Concur web interface. At the top, there are navigation tabs: My Concur, Travel, Expense, and Profile. Below these are links for View Charges, View Reports, New Expense Report, View Receipt Store, and Approve Reports. The main header area displays 'Sarah's Expenses' with buttons for 'Delete Report' and 'Submit Report'. A secondary navigation bar includes 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. The main content area is split into two sections. On the left, under the 'Expenses' tab, there is a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The table lists several expenses, including Airfare, Breakfast, Miscellaneous, and Business Meal. On the right, under the 'New Expense' tab, there is a form for adding a new expense. The form includes fields for 'Expense Type' (set to 'Personal Car Mileage'), 'Transaction Date' (04/12/2013), 'Purpose of the Trip' (Client dinner), 'From Location', 'To Location', 'Payment Type' (Out of Pocket), and 'Distance : Amount' (0 : 0.00 USD). A 'Mileage Calculator' button is visible at the bottom right of the form area.

Date	Expense	Amount	Requested
04/12/2013	Airfare United Airlines, Seattle, Washington	\$420.00	\$420.00
04/10/2013	Breakfast	\$8.52	\$8.52
04/10/2013	Miscellaneous	\$25.00	\$25.00
04/10/2013	Airfare United Airlines, Seattle, Washington	\$267.00	\$267.00
04/10/2013	Miscellaneous Seattle, Washington	\$25.00	\$25.00
04/10/2013	Business Meal (attendees) Italians, Seattle, Washington	\$145.00	\$145.00
04/10/2013	Postage Seattle, Washington	\$35.00	\$35.00