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## COMPLETING THE MONTHLY MILEAGE LOG

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- ✓ **Complete the Monthly Mileage Log**
- ✓ **Resident/Fellow Name** = Name of Resident/Fellow seeking reimbursement
- ✓ **Resident/Fellow Employee ID** = 7 digit Employee ID number
- ✓ **Program** = Name of residency/fellowship program
- ✓ **Monthly Period** = Enter mm/yyyy for the month you are seeking mileage
- ✓ **Program Coordinator Signature** = Coordinator will sign after reviewing the monthly mileage log is accurate
  
- ✓ **Date of Business Travel** = Enter the date you traveled between two affiliated sites.
- ✓ **From Affiliate Location** = Name of affiliate site and/or address the Resident/Fellow started business travel from
- ✓ **To Affiliate Location** = Name of affiliate site and/or address the Resident/Fellow ended business travel
- ✓ **Business Purpose** = Reason for business travel (e.g. clinic, on-call, surgery, etc.)
- ✓ **Calculate # of Miles** = Use Google Maps to determine your mileage then you must enter the total number of miles in the "# of Miles" column.

Copies of the following must be attached to the Concur Expense Report for monthly mileage reimbursement:

- Goole Maps PDF printout each route claimed on the monthly log.  
(If multiple from/to same location, only one printout is needed for that route for the month to confirm # of miles)
- Completed monthly mileage log with program signature verifying accuracy of the log

Quick Reference Guide

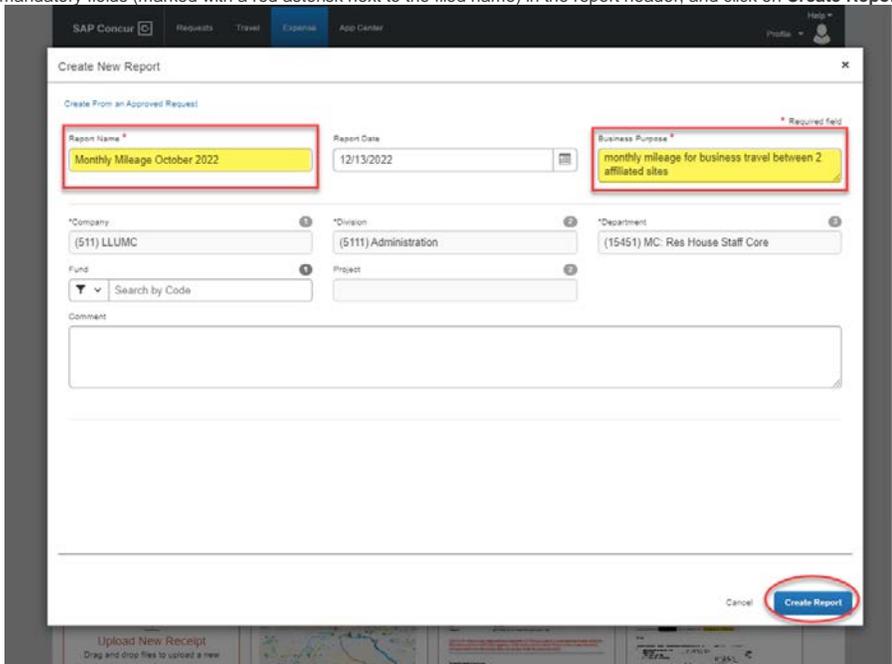
# MILEAGE REIMBURSEMENT

## Completing the Concur Expense Report

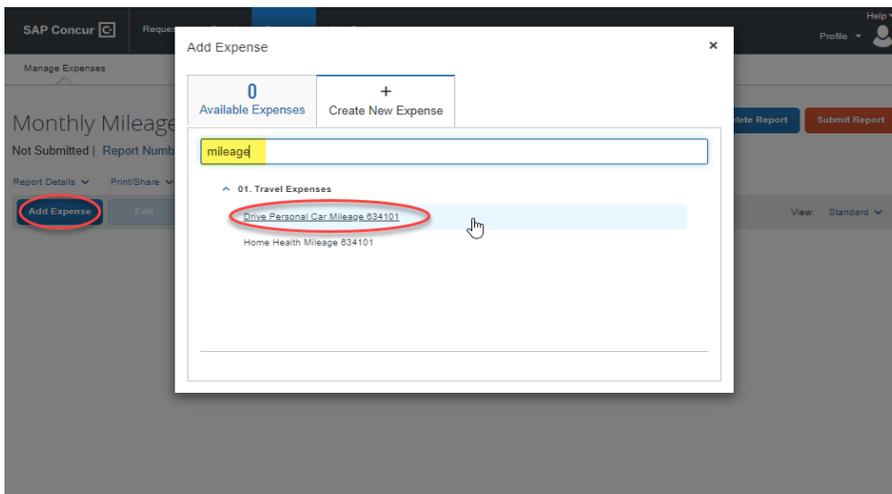
1. Log in to your SAP Concur profile and start a new report by clicking **Create New Report** from the Expense tab of your SAP Concur profile.



2. Fill in all mandatory fields (marked with a red asterisk next to the field name) in the report header, and click on **Create Report**.



3. Click **Add Expense**. Type **mileage** in the search box or scroll down and click **Drive Personal Car Mileage 634101** as the expense type.



4. Enter the **Transaction Date** (*Date of Business Travel*), **Purpose of the Trip**, **To Location**, **From Location**, **Distance** (*in Miles*) and then click on **Save**. When entering the distance amount, make sure to **round the miles up/down to a whole number** (e.g. Enter 17 for 16.5 mi. or enter 16 for 16.4 mi.) from what is listed on Google Maps and your monthly mileage log form. Print the Google Maps Route for verification of distance between two affiliate sites. **\*\*You do not need to use the Concur Mileage Calculator since you will enter # of miles listed on your monthly mileage log.**

5. For multiple trips to the same To/From Location within the month, you can **Copy** the mileage expense line by clicking the check box on the left of the expense line. Once it copied please change/update the **Transaction Date** (*Date of Business Travel*) for the same route and press **Save** OR repeat steps 3 & 4 for a different route with a different To/From Location within the month.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>	Out of Pocket	Drive Personal Car Mileage 634101		10/01/2022	\$10.63

Add another business travel day with the same route

SAP Concur | Requests | Travel | **Expense** | App Center | Help | Profile

Manage Expenses

← → Drive Personal Car Mileage 634101 More Actions Save Expense

\$10.63

10/02/2022

Details | Itemizations | Show Receipt

Mileage Calculator | Allocate

Expense Type \* Drive Personal Car Mileage 634101 Transaction Date \* 10/02/2022 Purpose of the Trip \* monthly mileage for bus... \*

From Location \* LLUMC, Loma Linda, CA To Location \* RUHS, Moreno Valley, CA Payment Type Out of Pocket

Comment

Distance \* 17 Amount 10.63 Currency US, Dollar Reimbursement Rates USD 0.625 per mile

**Save Expense** Cancel

Add another business travel day with a new route

SAP Concur | Requests | Travel | **Expense** | App Center | Help | Profile

Manage Expenses

Monthly Mileage October 2022 \$21.26 More Actions Submit Report

Not Submitted | Report Number: IB97P4

Report Details | Print/Share | Manage Receipts

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to View: Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	Drive Personal Car Mileage 634101		10/02/2022	\$10.63
<input type="checkbox"/>	Out of Pocket	Drive Personal Car Mileage 634101		10/01/2022	\$10.63
					<b>\$21.26</b>

SAP Concur | Manage Expenses

Monthly Mileage October 2022 \$21.26

Not Submitted | Report Number: IB97P4

**Add Expense** | Submit Report | Standard | Requested

0 Available Expenses + Create New Expense

Search for an expense type

- Recently Used
  - Drive Personal Car Mileage 634101**
  - Entertainment 634701
  - Per Diem 2022 Employee Travel 634101
- 01: Travel Expenses
  - Agency Booking Fees 634101
  - Airfare 634101

The screenshot shows the 'New Expense' form in SAP Concur. The 'Expense Type' is 'Drive Personal Car Mileage 634101'. The 'Transaction Date' is '10/02/2022'. The 'Purpose of the Trip' is 'monthly mileage for bus...'. The 'From Location' is 'LLUMC, Loma Linda, CA' and the 'To Location' is 'SACH, San Bernardino, CA'. The 'Payment Type' is 'Out of Pocket'. The 'Distance' is '6' miles, and the 'Amount' is '3.75'. The 'Currency' is 'US, Dollar' and the 'Reimbursement Rates' are 'USD 0.625 per mile'. The 'Save Expense' button is circled in red.

6. Once you have entered all dates of business travel for the month, from the homepage screen of the expense report, you can attach one or more files for the mileage documentation. You can add the signed mileage log and Google Maps route(s) by clicking **Manage Receipts** > Press **Manage Attachments** > Press **Add** > hold **CTRL** and then select all the files you'd like to upload if they are housed in the same area of the drive. You should then see the window of receipts updated with the files you selected to upload to the expense report.

The screenshot shows the 'Monthly Mileage October 2022 \$10.63' report. The 'Manage Receipts' and 'Manage Attachments' buttons are circled in red. The report is 'Not Submitted' with 'Report Number: IB97P4'. The table below shows the report details:

Receipt	Payment Type	Missing Receipt Declaration	expense type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket		Drive Personal Car Mileage 634101		10/01/2022	\$10.63

The screenshot shows the 'Attach to Report' dialog box. The 'Upload Report Level Attachment' button is circled in red. The dialog box contains the text: 'Valid file types for upload are: .png, .jpg, .jpeg, .pdf, .doc, .docx, .tiff. 5MB limit per file.' and a 'Close' button.

7. Once all of the mileage has been logged, uploaded the documentation, and saved for the month, please press **Submit Report** to get it electronically approved in Concur.

The screenshot displays the SAP Concur 'Manage Expenses' interface. At the top, there is a navigation bar with 'SAP Concur' and tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. A user profile icon is visible in the top right. Below the navigation bar, the page title is 'Manage Expenses'. The main content area shows a report titled 'Monthly Mileage October 2022 \$25.01'. A 'Submit Report' button is highlighted with a red circle. Below the title, it says 'Not Submitted | Report Number: IB97P4'. There are several action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', 'Move to', and 'View: Standard'. A table lists the expense entries with columns for 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. The total amount is \$25.01.

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Drive Personal Car Mileage 634101		10/02/2022	\$3.75
<input type="checkbox"/>		Out of Pocket	Drive Personal Car Mileage 634101		10/02/2022	\$10.63
<input type="checkbox"/>		Out of Pocket	Drive Personal Car Mileage 634101		10/01/2022	\$10.63
						<b>\$25.01</b>