Resident/Fellow Monthly Mileage Log Form

LOMA LINDA U EDUCATION	INIVERSITY HEALTH	Resident/Fellow Name		2023 Rate Per Mile Effective 1/1/2023 - 12/31/2023	
		Employee ID		Monthly Period (mm/yyy)	
Mileage Ca Googl	Iculation with le Maps	Program		Total Mileage	
		Reviewed by Coordinator		Total Reimbursement	
Date of Business Travel	From Affiliate Location (LLUMC, RUHS, VAH, etc.)	To Affiliate Location (LLUMC, RUHS, VAH, etc.)	Business Purpose (clinic, on-call, surgery, etc.)	# of Miles	Reimbursement
			Total Monthly Mileage		
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Use of this form: Resident/Fellow that use their personal vehicle for business travel should [1] complete this form [2] get program signature [3] save as PDF and [4] attach to the Concur expense report on a monthly basis.

** Only mileage between two affiliated sites is allowable for reimbursement. Direct trips between employee's residence and their designated work location are considered commuting miles and not reimbursable.

** We can only reimburse as far back as the beginning of this academic year on 7/1/2022 since it is a newly implemented policy.

COMPLETING THE MONTHLY MILEAGE LOG

- ✓ 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 <u>must be attached</u> to the Concur Expense Report for monthly mileage reimbursement: •Goole Maps PDF printout each route claimed on the monthly log. (If multipe 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 filed name) in the report header, and click on Create Report.

Report Name * Monthly Mileage October 2022		Report Date 12/13/2022		Business Purpose * monthly mileage for business travel between affiliated sites	en 2
Company	0	Division	0	*Department	
(511) LLUMC		(5111) Administration		(15451) MC: Res House Staff Core	
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3. Click Add Expense. Type mileage in the search box or scroll down and click Drive Personal Car Mileage 634101 as the expense type.

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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 <u>round the miles up/down to a whole number</u> (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.

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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.

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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.

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