**Create a Mileage Expense in SAP Concur on a mobile device or tablet**

Note: If you are adding a **Mileage** expense to SAP Concur a related **Fuel for Mileage** expense must always also be added to the same Claim.
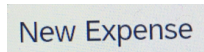
There may be some small differences in appearance depending on the type of device you are using, however the general process will be the same.

1. Go into the relevant Claim you want to add the expense to.
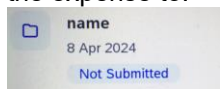
2. In the relevant Claim click on the ➕ button.

3. Then click **New Expense**.

New Expense

4. Choose the option **Mileage** from the Expense Type list. The Expense will then open

Mileage

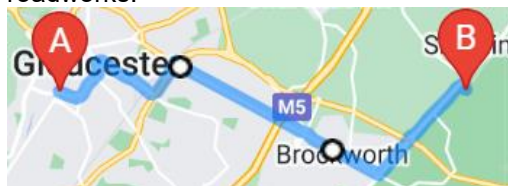5. Click on the icon below to open the **Mileage Calculator** screen

6. In the **Start Location** & **Destination** fields add the start and end of the journey (this can be added as a postcode or address). The route will then be plotted on a map.
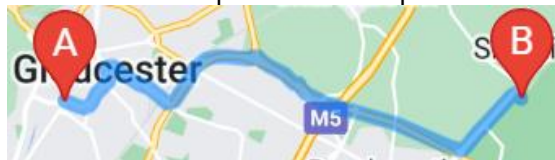
7. The route can be manually clicked and dragged if it needs to change e.g. due to roadworks.
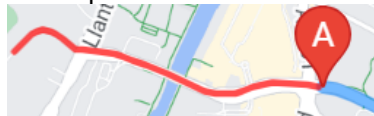

8. If required click the **Deduct Commute** tickbox and add the Commute details in the waypoints that appear.

Deducted Commute Distance

Home
Spinnaker Rd, Gloucester GL2, UK

Office
Gloucester GL1 1AN, UK

9. The Commute will appear as a red line on the map.

10. Click on Use Route

11. Add the **Transaction Date**

Transaction Date *

| 02/04/2024 | 📅 |

12. Add the **Reason for Trip.**

Reason for Trip *

| Business meeting | ⌄ |

13. Add the **Number of Passengers** (if relevant)

Number of Passengers *

| 1 |

14. If the fuel receipt is missing select **Missing Mileage Receipt** and add the reason for the missing receipt to the **Comments** field.

☑ Missing Mileage Receipt ❓

15. Click on the **Save** button.

SAVE

The Mileage expense is now added to the Claim.

Payment Type↓↑	Expense Type↓↑
Cash	Mileage