

Concur Expense: Mileage Rates

Setup Guide for Standard Edition

Last Revised: December 10, 2021

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition

- Travel
 - Professional/Premium edition
 - Standard edition

- Invoice
 - Professional/Premium edition
 - Standard edition

- Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes/Comments/Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
December 10, 2021	Updated instructions for Product Settings page
January 21, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 16, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
January 10, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 14 2018	Updated the copyright; no other changes; cover date not updated
November 4 2017	Updated guide to include new Product Settings page, which replaces the Setup Wizard.
March 18 2017	Updated with menu option name change to access Setup Wizard.
December 15 2016	Changed copyright and cover; no other content changes.
March 18 2016	Updated graphics to reflect new editable field indicators; no other content changes.
November 20 2015	Renamed this guide from Car Configuration to Mileage Rates.
January 16 2015	Removed Enable Car Types references. Updated the screen shots to the enhanced UI
September 16 2014	Added information about two user interfaces; no other content changes
May 16 2014	New document. (This content originated from the <i>Expense Setup Guide for Concur Standard</i> .)

Mileage Rates

Section 1: Overview

The **Mileage Rates** page of Product Settings allows you to enable and set differing reimbursement rates for personal and company car mileage. Additionally, for company cars, you can set the vehicle type, (negative) rates for personal use, and a rate for passengers. Since rates change over time, often year to year, you can set effective date ranges. You can also set the options around the Google Maps mileage calculator for end users.

The screenshot shows the 'Mileage Rates' configuration page in the Concur system. The page is divided into two tabs: 'Personal Car Rates' and 'Company Car Rates'. The 'Personal Car Rates' tab is active. Below the tabs, there are buttons for 'Save', 'New', and 'Remove', along with a checkbox for 'Show historic values'. A table is displayed with the following data:

Effective Date	End Date	Rate
01/01/2017		0.535

There is also a checkbox for 'Allow Maps Integration' set to 'Yes'.

The effective reimbursement rate will be a result of this calculation: Reimbursement rate for Company Cars: $(\text{Rate} * \text{Business Miles}) + (\text{Personal Rate} * \text{Personal Miles}) + (\text{Rate Per Passenger} * \text{Business Miles} * \text{Number of passengers})$

Example

Your company reimburses employees .45 USD per mile for company use of their personal car. On the **Enable Car Types** page, select the check box in the **Enable** column for Personal car. On the **Enter Rates** page, select the effective date and enter .45 USD in the **Rate** field.

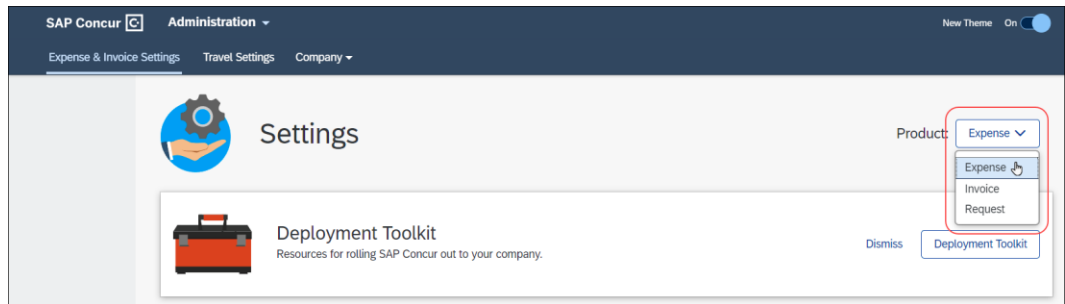
Section 2: Configuration

Access the Mileage Rates Page

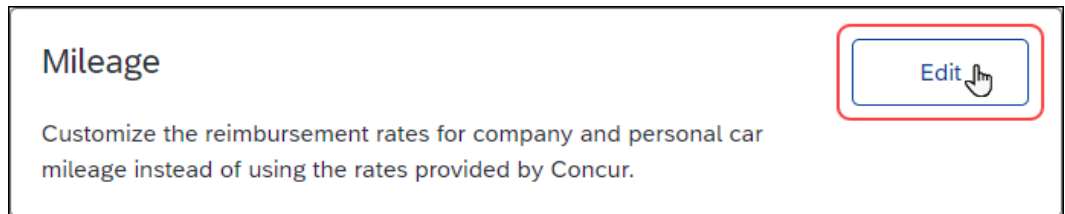
► **To access the Mileage Rates page:**

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.

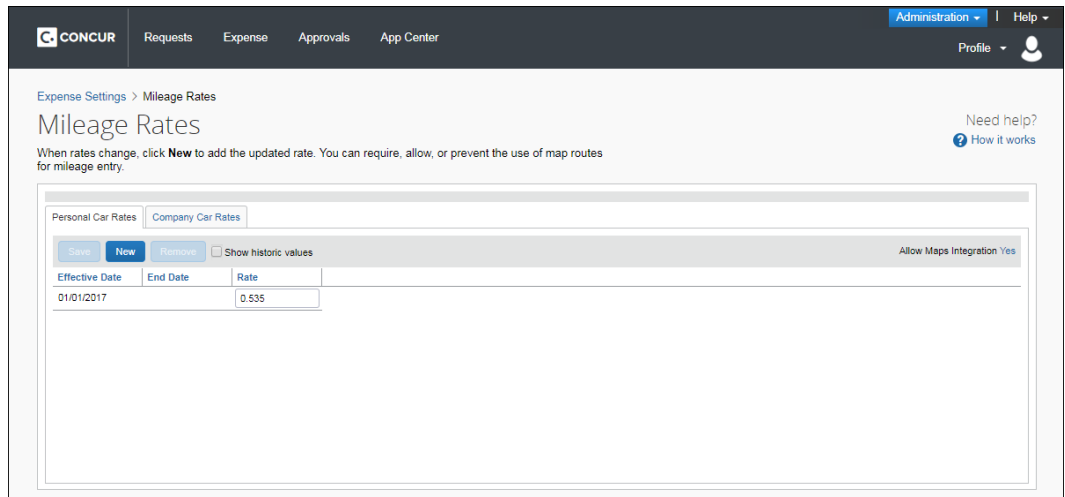
2. In the **Product** list, click *Expense*.



3. In the **Capturing Spend** section, on the **Mileage** tab, click **Edit**.



The **Personal Car Rates** tab of the **Mileage Rates** page appears.

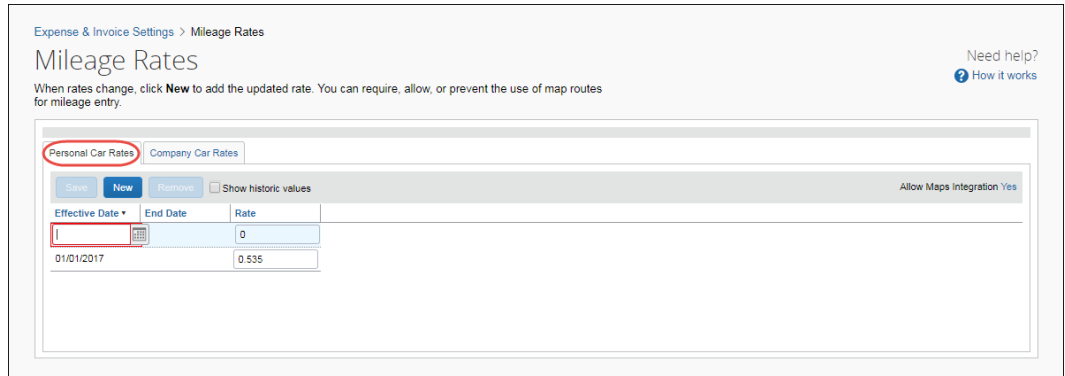


Add Personal Car Mileage Reimbursement Rates

- ▶ **To add personal car mileage reimbursement rate:**

1. (Optional) Select a country from the list.

2. On the **Personal Car Rates** tab, click **New**.



3. Complete the following fields:

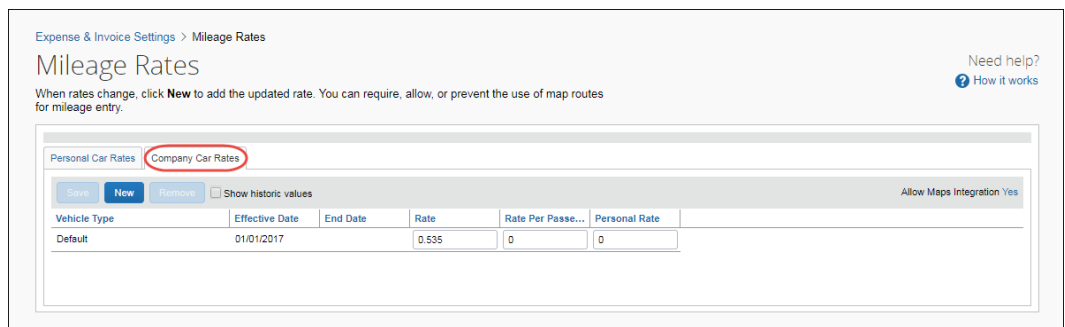
Field	Description
Effective Date	Enter the start date for the (new) rate.
Rate	Enter the amount reimbursed per local distance unit. For example, mile or kilometer.

4. Click **Save**.

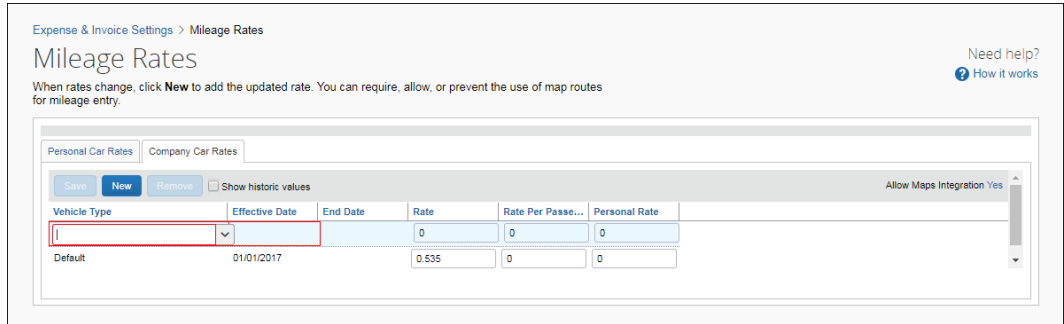
Add Company Car Mileage Reimbursement Rates

► **To add company car mileage reimbursement rates:**

1. (Optional) Select a country from the list.
2. Click **Company Car Rates** (tab).



3. Click **New**.



4. Complete the following fields:

Field	Description
Vehicle Type	Select a Vehicle Type from the list.
Effective Date	Enter the start date for the (new) rate.
Rate	Enter the amount reimbursed per local distance unit. For example, mile or kilometer.
Personal Rate	This field is optional and may contain a negative rate. This rate is used when mileage expenses with the company car are marked Personal.
Passenger Rate	This field is optional and may be used for carpooling. This rate is per additional passenger.

5. Click **Save**.

Remove a Reimbursement Rate

► **To remove a reimbursement rate:**

1. On either the **Personal Car Rates** or **Company Car Rates** tab, select the reimbursement rate row.
2. Click **Remove**.