

# Concur Expense: Car Configuration

## Setup Guide

**Last Revised: January 12, 2024**

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



# Table of Contents

- Section 1: Permissions .....1**
- Section 2: Overview .....1**
  - Criteria .....2
  - Examples of Car Configurations.....3
  - Dependencies .....4
  - Calculations and Amounts .....4
    - How Fuel for Mileage is Calculated .....4
    - Company Car - Variable Rates .....6
    - Personal Car .....6
  - Calculating Mileage Using Google Maps .....7
  - Setting Initial Distance.....7
  - Journal Entries.....8
  - Default Configurations .....8
  - Car Registration Form Configuration Process.....8
- Section 3: User Experience.....9**
  - Registering Cars.....9
    - Preferred Car ..... 11
  - Creating Car Expenses ..... 12
  - Calculating Mileage using Google Maps ..... 13
  - Approvers ..... 17
  - User Administrator: Managing Cars on Behalf of an Employee..... 17
    - Enabling and Restricting Car Configuration for the User Administrator..... 18
    - What the User Administrator Sees ..... 21
- Section 4: Car Configuration Procedures .....23**
  - Accessing Car Configurations ..... 23
  - One Rate or No Reimbursement Configuration ..... 25
  - Variable Rate Configuration (Company or Personal car)..... 29
  - Assigning Different Car Reimbursements Rates Using UnNamed Groups..... 35
    - Example – Assigning to Different Users ..... 35
    - How It Works..... 36
  - Modifying Car Configurations ..... 37
  - Deleting Car Configurations ..... 38
- Section 5: Fuel for Mileage Configuration Procedures .....39**
  - Overview..... 39
  - Updating Site Settings ..... 39

Creating the Fuel for Mileage Expense Type.....	41
Creating a new Entry Form – Mileage – No Receipt.....	43
Adding a new simple list (Fuel Type).....	47
Copying the Default Entry Form to Create a New Entry Form (Fuel for Mileage) .....	52
Setting up a New UK Tax Group – Mileage (Placeholder) .....	55
Adding and Updating Audit Rules for Mileage .....	61
<b>Section 6: Company Locations.....</b>	<b>65</b>
Overview.....	65
Geocoding.....	66
Creating a New Company Location .....	66
Editing a Company Location.....	68
Deleting a Company Location.....	68

# Revision History

Date	Notes / Comments / Changes
January 8, 2024	Added information about recovering VAT rates in the UK.
August 31, 2022	Removed <i>What the User Sees – Existing UI</i> instructions
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
July 21, 2021	Added a new <i>Fuel for Mileage Configuration Procedures</i> section, which details the Fuel for Mileage feature and the necessary processes required to configure Site Settings; additions also include how to create a new expense type ( <i>Fuel for Mileage</i> ), entry ( <i>Mileage – No Receipt</i> ), and a simple list ( <i>Fuel Type</i> ); set up a new UK tax group; and add and update Audit Rules.
January 27, 2021	<p>Added information to the <i>Registering Cars</i> section of <i>Section 5: What the User Sees – NextGen UI</i> that explains how a user must have at least one registered vehicle.</p> <p>Added information about the Expense Type list availability for a user with a registered vehicle in the <i>Creating Car Expenses</i> section of <i>Section 5: What the User Sees – NextGen UI</i>.</p>
January 6, 2021	Updated the copyright; no other changes; cover date not updated
July 1, 2020	Added information about the existing UI and NextGen UI; made modifications throughout; cover revision date updated
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 2, 2020	Updated the copyright; no other changes; cover date not updated
January 4, 2019	Updated the copyright; no other changes; cover date not updated
April 16, 2018	Added a note to the <i>Creating Car Expenses</i> section, stating that the payment type always defaults to Cash for mileage expenses.
April 4, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 4, 2018	Updated the copyright; no other changes; cover date not updated
December 14, 2016	Changed copyright; no other content changes.
October 27, 2016	Updated the Initial Distance field note and removed the Concurforce check box from the cover.
May 13, 2016	Updated instances of he/she to they.
May 15, 2015	Updated the screen shots to the enhanced UI; no other content changes
January 22, 2015	Added a note that deleting a configuration results in the automatic deletion of the associated personal cars in Profile
September 24, 2014	Added information about two user interfaces; no other content changes.
April 15, 2014	Changed copyright and cover; no other content changes
February 7, 2014	A passenger rate can now be added to the Company Car type using variable rates just as it is supported for the Personal Car type

Date	Notes / Comments / Changes
November 22, 2013	Added information about using a hierarchical list to assign different mileage rate reimbursement configurations to different users – this bypasses the traditional reconfiguration of users under the Group Configurations tool
January 13, 2013	Reimbursement rates are no longer locked, allowing the client to choose their own reimbursement rate (for example, lower amount of reimbursement rate or HMRC for reclaim value).
December 28, 2012	Made rebranding and/or copyright changes; no content changes
October 19, 2012	Added information on: <ul style="list-style-type: none"> <li>• Update to Google Maps version 3 with this release</li> <li>• Employee admin role can now view and (optionally) edit and register a new car on behalf of a user</li> </ul>
August 17, 2012	Administrator can force the use of Google Map calculation instead of manually-mapped route calculation
February 2012	Changed copyright; no content change
December 17, 2011	Availability of Accumulate Mileage By option when configuring for the variable rate personal or company car
March 18, 2011	Updated Car Configuration to the current user interface
December 31, 2010	Updated the copyright and made rebranding changes; no content changes.
December 2010 (SU62)	Clarify that the country and currency selected for Single and Variable car configuration reimbursement rates must match the default country and currency of the employee for whom the car is being configured.
April 2010 (SU54)	Added information on Google Maps integration and Company Locations
February 2010 (SU52)	Added information on car registration form for current user interface

# Car Configuration

---

**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

## Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP. In this case, the client must initiate a service request with support.

## Section 2: Overview

In some organizations, employees use a company car or personal car for business purposes and are reimbursed for maintenance or mileage as defined by the company policy.

Expense types such as maintenance and fuel are set up and configured like any other expense type; however, car mileage is an expense type that has some special configurations and helper panes associated with it. Submitting a mileage expense type is a way for the employee to pay for expenses such as maintenance and fuel for a car used for business purposes. This guide discusses the car mileage configurations that are supported in Concur Expense.

Concur Expense supports two types of car mileage configurations:

- **Company Car:** When tracking company car mileage, the employee tracks distance traveled and is reimbursed for miles traveled multiplied by the rate per mile. Company car mileage can also be tracked by storing a running total of distance traveled per car, and then restarting the running total yearly by entering zero rates and distances. In this case, the employee is reimbursed for actual expenses. There are two types of company car mileage reimbursements:
  - ◆ **Variable Rates:** A rate is defined for every mile traveled. This configuration supports a single rate and variable rates by rate bands, such as .20 USD per mile for every mile traveled, or .20 USD per mile when fewer than 4000 miles are traveled, and .25 USD per mile when 4001

miles or greater is traveled. The rate is based on specific criteria such as distance, petrol, diesel, engine size, and so on.

- ◆ **Distance/No Reimbursement:** Car expenses are reimbursed at the actual amount. Expenses may include items such as fuel, maintenance, and insurance. There is no distance per mile reimbursement.
- **Personal Car:** A personal car configuration is created when employees use their own car for business purposes and are reimbursed for items such as maintenance, gas, and mileage as defined by the company, or are given a flat rate per mile traveled to cover car expenses. There are two types of personal car mileage reimbursements:
  - ◆ **One Rate:** Mileage is reimbursed at a flat rate, such as .20 USD per mile.
  - ◆ **Variable Rate:** Mileage is reimbursed based on specific criteria, such as .20 USD per mile when fewer than 4000 miles are traveled, and .25 USD per mile when 4001 miles or greater is traveled. Rates are based on distance and other criteria such as petrol, diesel, or engine size.

Both types of mileage configurations are set up and maintained on the Car Configuration page of Expense Admin.

Concur Expense supports multiple car registration forms to present to users in Profile, and to user administrators managing cars in User Administration on behalf of their users. These forms can be used when employees in different countries have different car mileage reporting requirements. The forms can include additional fields such as engine size, CO2 emission rate, and dates of circulation. The car registration forms are set up and maintained on the Forms and Fields page in Expense Admin.

## Criteria

Companies reimburse their employees by using various criteria that are associated with rates, such as .20 USD per mile for engine sizes below 1000cc and .18 USD per mile for engine size of 1001cc-2000cc. Examples of criteria include:

- Engine size
- Diesel or petrol
- Emissions
- Vehicle type or vehicle value

The criteria used to establish reimbursement rates vary by country and company, and are dependent on applicable tax laws.

## Examples of Car Configurations

A company may choose to create several car configurations to address various company policies:

- Track odometer readings for all company cars and fully reimburse employees for car expenses such as fuel and maintenance. To do this, the company creates a Distance/No Reimbursement car configuration type. This configuration ensures that the Company Car helper pane appears when the Company Car Mileage expense type is selected. The helper pane provides a field for employees to enter odometer start and odometer end readings. The Distance/No Reimbursement configuration type uses a distance rate reimbursement of zero.
- Track mileage under 4000 miles, between 4001 and 8000 miles, and over 8001 miles applying a different rate for each category. The company uses the Company Car Variable Rates configuration type to capture this information.
- Have an employee pay the company in order for the employee to use a company car. In this case, the company can apply a negative personal rate to a company car configuration. If the employee enters a mileage expense with only personal miles, then the amount would be a negative expense, meaning the employee owes the company money.
- Have all employees in France see a different car registration form so that they will enter data required by the French government. The company can create a form with the necessary fields:
  - ◆ CO2 emission
  - ◆ First date of circulation
  - ◆ First date of circulation with the current registration
  - ◆ Horsepower
  - ◆ Energy
  - ◆ Car type (custom field)
  - ◆ Engine Size
  - ◆ Registration Date
  - ◆ Company first date of circulation
  - ◆ End date of circulation

Then the company can create a car configuration for users in France and select this form.

## Dependencies

Car mileage expense types are dependent on:

- **Expense Types defined within Expense Admin:** A car mileage expense type, either Personal or Company, must exist in the system for the mileage field(s) to appear on the page. Personal Car Mileage and Company Car Mileage expense types are provided as part of the system and are set to Active in the default policy. Once a car configuration is created for a group and country, then the employees who are assigned to the group and country can select company car and/or personal car expense types from the Expense helper pane. However, if the expense type has been deleted from the system, then the expense type will not appear in the expense types list regardless of whether a car configuration was created.



For more information about configuring expense types, refer to the *Concur Expense: Expense Types Setup Guide*.

- **Policies within Expense Admin:** If a car configuration is created for a group, the group must be assigned to a policy that has the mileage expense types active in order for the expense type to appear on the page.



For information about setting expense types to Active, refer to the *Concur Expense: Policies Setup Guide*.

## Calculations and Amounts

The reimbursement amount calculated by Concur Expense is an estimated amount. Mileage expense entries in other reports not yet approved or submitted may affect the current report that contains a mileage expense. The reimbursement amount may change once the report is submitted.

### ***How Fuel for Mileage is Calculated***

The Fuel for Mileage functionality is used to track and reclaim taxes paid for total miles driven as well as the fuel that was used to travel the distance. The Value-Added Tax (VAT) reclaim (expense) feature lets the Expense user record on a single expense report the VAT paid on the fuel used during the mileage journey.

You can check the reimbursement rates applied to your company in **Administration > Expense Settings > Mileage > Personal/Company Car Rates** and select the appropriate country and mileage group. The reimbursement rate is defined by the engine size and fuel type:

- **Petrol:** LPG 1400cc or less / LPG 1401cc to 2000cc / LPG Over 2000cc
- **Diesel:** 1600cc or less / 1601cc to 2000cc / Over 2000cc

## UNITED KINGDOM: CALCULATING MILEAGE FOR RECOVERY OF VAT

The UK-based administrator supporting a company and/or users working under UK regulations must activate the Fuel for Mileage Placeholder configuration by updating the UK Expense policy, the UK Tax Configuration, and the VAT Receipt Required Check audit rule to exclude Personal Car Mileage values from the report. Then, the administrator must make available the Fuel for Mileage expense type for reclaiming fuel and mileage taxes if not already in use.

---

**NOTE:** The user must enter Fuel for Mileage expenses even if the company does not reimburse the expense, as this is mandatory justification for the VAT reclaimed for the mileage entries per the UK's HMRC.

---

Please note the following before configuring for the company car:

- The transaction date for the Fuel for Mileage entry cannot be:
  - ◆ More than 45 days *prior* to the date of the mileage journey  
- OR -
  - ◆ *After* the date(s) of the mileage journey
- The **Receipt Status** field in the Fuel for Mileage entry must be set to Tax Receipt
- The fuel type must match the engine type of the vehicle being used (diesel or petrol)
- The country of purchase in the Fuel for Mileage entry must be the same as the user's country of residence

The Fuel for Mileage expense type must be assigned to the Standard tax group, while the Personal and Company Car mileage expense types are assigned to the Mileage tax group **Formula to calculate UKVAT Amount**

$$\text{UKVAT} = \text{VAT} - \text{Potential VAT} = (\text{Distance} * \text{AFR}) - (\text{Distance} * \text{AFR} / 1.2)$$

### EXAMPLE:

Given:

- PETROL 1401cc to 2000cc
- Distance 178 Miles
- Company AFR: 45 pence = 0.45 GBP / Mile
- UK Gov AFR: 14 pence = 0,14 GBP/Mile

You may use one of two options to calculate your UK VAT Amount:

1. Using the UK GOV AFR = £0.14 per Mile Distance 178 M

$$\begin{aligned} \text{UKVAT} &= \text{VAT} - \text{Potential VAT} \\ \text{UKVAT} &= (\text{D} * \text{AFR}) - (\text{D} * \text{AFR} / 1.2) \end{aligned}$$

$$\begin{aligned}\text{£}4.15 &= (178 * 0,14) - [(178 * 0,14) / 1.2] \\ \text{£}4.15 &= 24.92 - (24.92 / 1.2) = 24.92 - 20.76\end{aligned}$$

- Using your Company Mileage Rate / Client AFR = 0.45 GBP per Mile Distance  
178 M (note this calculation does *not* correspond with HMRC guidance)

$$\begin{aligned}\text{UKVAT} &= \text{VAT} - \text{Potential VAT} \\ \text{UKVAT} &= ( D * \text{AFR} ) - ( D * \text{AFR} / 1.2 )\end{aligned}$$

$$\begin{aligned}\text{£}13.35 &= (178 * 0,45) - [(178 * 0,45) / 1.2] \\ \text{£}13.35 &= 80.1 - (80.1 / 1.2) = 80.1 - 66.75\end{aligned}$$

You can change manually the amount shown in the UK **VAT Amount in GBP** field but remember per the HMRC guidance the correct AFR is £4.15 and *not* £13.35

### **Company Car - Variable Rates**

Note the following:

- If there was no distance limit, then the **Amount** field is calculated as:

$$\begin{aligned}&\text{Rate} * \text{Business Distance} + \text{Personal Rate} * \text{Personal Distance.} \\ &- \text{PLUS -} \\ &\text{Business Miles} * \text{No. of Passengers} * \text{Additional Passenger Rate}\end{aligned}$$

- If there is a distance limit or limits, then the **Amount** field is calculated as:

$$\begin{aligned}&\text{Rate Under Limit} * \text{Business Distance under limit} + \text{Rate Over Limit} * \\ &\text{Business Distance over limit} + \text{Personal Rate} * \text{Personal Distance} \\ &- \text{PLUS -} \\ &\text{Business Miles} * \text{No. of Passengers} * \text{Additional Passenger Rate}\end{aligned}$$

---

**NOTE:** Calculating Distance under limit is only an estimate until the report is submitted, and then the Amount of Company Car entries may be updated.

---

### **Personal Car**

Note the following:

- If there was no distance limit (one fixed rate), then the **Amount** field is calculated as:

$$(\text{Rate} + (\text{Rate Per Passenger} * \text{Number of Passengers})) * \text{Distance}$$

- If there is a distance limit or limits, then the **Amount** field is calculated as:

$$\begin{aligned}&(\text{Rate Under Limit} + (\text{Rate Per Passenger} * \text{Number of Passengers})) * \\ &\text{Distance under limit} + (\text{Rate Over Limit} + (\text{Rate Per Passenger} * \text{Number of} \\ &\text{Passengers})) * \text{Distance over limit}\end{aligned}$$

---

**NOTE:** Calculating Distance under limit will only be an estimate until the report is submitted, and then the Amount of Personal Car entries may be updated.

---

## Calculating Mileage Using Google Maps

Concur Expense has integrated with Google Maps to allow users to enter mileage expenses using the Google Maps interface. Note the following about this feature:

- The user can optionally select start and end points, and waypoints in between, for each mileage expense  
- OR -  
The administrator can enforce use of Google Maps route calculator for defining start, end and waypoints
- The locations entered by the user are stored and can be accessed again using a Most Recently Used list.
- Users can modify the distance on the Mileage expense entry.
- Company locations can be entered and listed for the user to choose from.



Refer to the *Company Locations* section of this guide for more information.

- The commute distance for the user can be subtracted from the mileage expense. Commute distance is calculated using the user's home address value and the company location value.
- Audit rules can identify when the mileage has been edited to exceed the calculated amount, and whether the commute distance has been deducted.



Refer to the *Concur Expense: Audit Rules Setup Guide* for more information.

- The Google Maps integration feature can be activated per car configuration.



Refer to the *Modifying Car Configurations* section of this guide for more information.

- The Commute Deduction feature can be activated for car configurations that have Google Maps integration activated.



Refer to the *Modifying Car Configurations* section of this guide for more information.

## Setting Initial Distance

The **Initial Distance** field represents the odometer reading for the employee's car that is the accumulated distance within the reporting period, or the point when the employee begins using Concur Expense, depending on the car and rate type, variable or fixed. Capturing this information ensures that the correct rate is applied to the employee's car expense, when rates are based on miles or kilometers.

---

**NOTE:** If an incorrect Initial Distance figure is entered, the Employee administrator may have rights to correct the figure, but the Initial Distance figure can only be modified if there are no expenses created for the car yet. Once an expense is created for the car, the initial distance cannot be modified.

---

This data is intended to capture the mileage of the newly configured car at a point **within** a company's reporting period cycle. This is different from the current overall mileage of the car. For example, if a new employee has already put 800 miles on their car in the **current** reporting cycle and been reimbursed for that mileage **outside of Expense**, Concur Expense needs the mileage (800 miles) so that additional mileage is correctly calculated. In this case, if the employee adds another 201 miles to the car, 200 miles can then be calculated at the "Up to 1000 miles" rate while the single mile left over can now be correctly calculated at the correct rate for "Over 1,000 miles". If this scenario is not applicable, the employee should just set the initial distance as 0.

An **Initial Distance** field may appear for first-time registration of a personal or company car when the employee clicks the **New button** on the Company Car Registration page in Profile.

---

**NOTE:** The **Initial Distance** field is **not** intended for the car's current odometer reading. It is the accumulated distance **within the reporting period** that has been reimbursed using other means. This number is the distance to date for the reporting period.

---

## Journal Entries

Journal Entries are created for Company Car Mileage entries. In cases where both business miles and personal miles have been accrued, two journal entries are created. Journal Entries are also created for Personal Car Mileage entries.

## Default Configurations

Several car configurations may be included with your system by default. The configurations are provided as guidelines. You may use them as defined, or edit them to meet the specific needs of your organization.

## Car Registration Form Configuration Process

Administrators can create custom forms for use when users register cars. The custom forms allow clients to gather additional data about the cars, and are most often used to meet European regulatory requirements. The forms are created then selected for each car configuration.

The configuration process is:

3. In **List Management**:

- ◆ If you will be using the **Energy** list field, you must create the associated list.



Refer to the *Shared: List Management Setup Guide* for more information.

#### 4. In **Forms and Fields**:

- ◆ Create the desired forms to use for car registration.
- ◆ Add the desired fields to the forms.



Refer to the *Concur Expense: Forms and Fields Setup Guide* for more information.

#### 5. In **Car Configuration**:

- ◆ Create or update the car configuration, selecting the desired car registration form.

## Section 3: User Experience

Once a car configuration is set up within the Expense Admin, the employee is affected in two ways:

- Generally, the user must register their car in Profile before the user can create a car expense.

Exception: The employee does not need to register a car in Profile if the configuration they use is the Personal Car One Rate configuration type. This is because the reimbursement rate is the same for all cars – it is not dependent on specific criteria such as engine size or vehicle type.

- When an employee creates a mileage expense, they are presented with the appropriate fields to ensure the correct information is gathered.

### Registering Cars

The employee registers their car by using the **Personal Car** or **Company Car** link in Profile. Their user administrator uses the User Administration page to register a car on behalf of the employee they are administrating for.

- The **Personal Car** link *only* appears if the Personal Car Configuration is set up with a *variable rate* for the group and country to which the employee is assigned. The **Personal Car** link does not appear if the Personal Car One Rate configuration type has been created.
- The **Company Car** link appears if there is a Company Car Configuration set up for the group and country to which the employee belongs regardless of the type of company car configuration specified.

When selected, the user is presented with the car registration form. The fields displayed are configured for each car configuration:

Company Car Registration

This page displays all the company cars that have been registered. Click **New** to register another car.  
Reimbursement Method: Company Car - Variable Rates

Period for Distance Limits: Annually  
Starting Month: January  
Starting Day: 1

**New** **Remove**

Initial Distance ?  Vehicle ID  Vehicle Type

Preferred Car

**Save** **Cancel**

Vehicle ID	Vehicle Type	Accumulated distance to date by Car Type (this period)	Active
No cars found for this configuration			

**NOTE:** Users must have at least one registered vehicle associated with their profile to access the Expense List. This requirement also affects what a NextGen UI user sees in the NextGen User Interface (UI) in the Expense Type list. For more information, refer to the *NextGen Expense – Expense Type List* section.

To register a car in Profile, the employee completes or chooses:

- Car criteria such as engine size, car type, and emission value depending on the car configuration criteria and form that are selected.
- Distance traveled during the current period if mileage expenses were incurred and reimbursed before registering the car. Initial Distance is applicable only the first time Concur Expense is used and the employee has incurred reimbursable mileage expenses for the current period.
- Any additional fields configured for the form.

## Preferred Car

The user can select one personal and one company car as their Preferred Car, using the check box on the car registration form.

### Company Car Registration

This page displays all the company cars that have been registered. Click **New** to register another car.  
Reimbursement Method: Company Car - Variable Rates

Period for Distance Limits:

Starting Month:

Starting Day:

New
Remove

Initial Distance ?

Vehicle ID

Vehicle Type

Preferred Car

Save
Cancel

Vehicle ID	Vehicle Type	Accumulated distance to date by Car Type (this period)	Active
<input type="checkbox"/> <a href="#">Electric Car</a>	Electric	0	Yes

This car will be the default vehicle selected when the user creates a Mileage expense entry.

## Section 3: User Experience

The screenshot shows the 'New Expense' form in SAP Concur. The form is titled 'New Expense' and has a 'Details' tab selected. The form includes the following fields and options:

- Expense Type \***: Company Car Mileage
- Transaction Date \***: MM/DD/YYYY
- Business Purpose**: (Required field)
- From Location \***: (Required field)
- To Location \***: (Required field)
- Payment Type**: Cash
- Company**: (001) SAP Concur
- Department**: (1002) Research & Developo
- Cost Center**: (CC2) Cost Center 2
- Project**: (None Selected)
- Billable**: None Selected
- Campaign**: None Selected
- Branch**: (None Selected)
- Client Market**: None Selected
- Comment**: (Text area)
- Vehicle ID \***: WA 123456 (highlighted with a red box)
- Distance to Date**: 0
- Odometer Start \***: 222
- Odometer End \***: 0
- Business Distance \***: 0
- Personal Distance \***: 0
- Total Distance \***: 0
- Number of Passengers**: 0
- Amount**: 0.00
- Currency**: US, Dollar
- Reimbursement Rates**: (None)

Buttons at the bottom: Save Expense, Save and Add Another, Cancel.

## Creating Car Expenses

When the user creates a car expense, the appropriate fields are displayed (based on the configuration) to ensure that the user enters the correct information. For example, the From Location and To Location fields and Mileage.

---

**NOTE:** The reimbursement amount is only an estimate. Mileage expense entries in other reports not yet approved or submitted may affect the current report that contains a mileage expense. The reimbursement amount may change once the report is submitted.

---

If a user has at least one registered vehicle associated with their profile, they will see mileage expense types in the **Expense Type** list when creating a new expense.

---

**NOTE:** If a NextGen Expense user does not have a registered vehicle associated with their profile, mileage expense types will not display when creating an expense.

---

This end-user screen sample shows what the **New Expense** page looks like when the user profile has a registered vehicle:

The screenshot displays the SAP Concur 'New Expense' page. At the top, there's a navigation bar with 'SAP Concur' and 'Expense' tabs. On the right, it shows 'Support | Help' and 'Acting as No Vehicle, No Vehicle'. Below the navigation bar, there's a 'Manage Expenses' section with an alert bar indicating 'Alerts: 1'. The alert message states: 'You must register a vehicle in your profile before you can create a mileage expense. Register Vehicle'. The main form is titled 'New Expense' and has two tabs: 'Details' (selected) and 'Itemisations'. The form includes an 'Allocate' icon and a 'Save Expense' button. The form fields are: 'Expense Type \*' (Personal Car Mileage), 'Transaction Date \*' (MM/DD/YYYY), 'Purpose of the Trip \*' (empty), 'From Location \*' (empty), 'To Location \*' (empty), 'Payment Type' (Cash), 'Higher Rate' (checkbox), 'Forest Road' (checkbox), and a 'Comment' text area. At the bottom, there are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'.

**NOTE:** The payment type always defaults to Cash for mileage expenses.

## Calculating Mileage using Google Maps

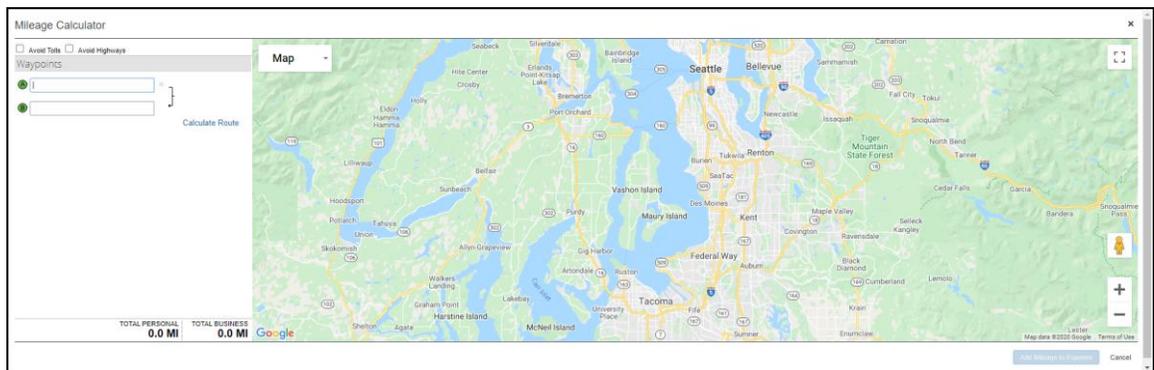
Administrators can set Car configurations to use Google Maps for mileage calculation. When this feature is enabled, one of two actions occur when entering car mileage:

- The **Mileage Calculator** link option is available and can be used to populate the **From Location** and **To Location** fields
- The **Mileage Calculator** window appears automatically, and the user is restricted from using the **From Location** and **To Location** fields, forcing mileage entries calculated using the calculator

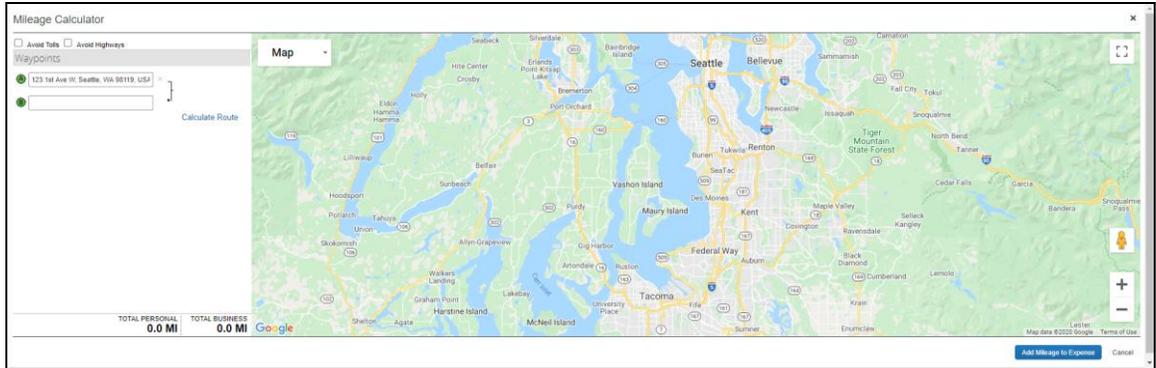
### Section 3: User Experience

The screenshot shows the 'New Expense' form with the 'Mileage Calculator' button highlighted in a red box. The form includes fields for Expense Type (Company Car Mileage), Transaction Date, Business Purpose, From Location, To Location, Payment Type (Cash), Company ((001) SAP Concur), Department ((1002) Research & Develo), Cost Center ((CC2) Cost Center 2), Project, Billable (None Selected), Campaign (None Selected), Branch, Client Market (None Selected), Comment, Vehicle ID (WA 123456), Distance to Date (0), Odometer Start (222), Odometer End (0), Business Distance (0), Personal Distance (0), Total Distance (0), Number of Passengers (0), Amount (0.00), and Currency (US, Dollar). There are also 'Save Expense', 'Save and Add Another', and 'Cancel' buttons at the bottom.

When they click the button, a window with a Google Maps interface appears, allowing them to enter the start and end points for their trip:



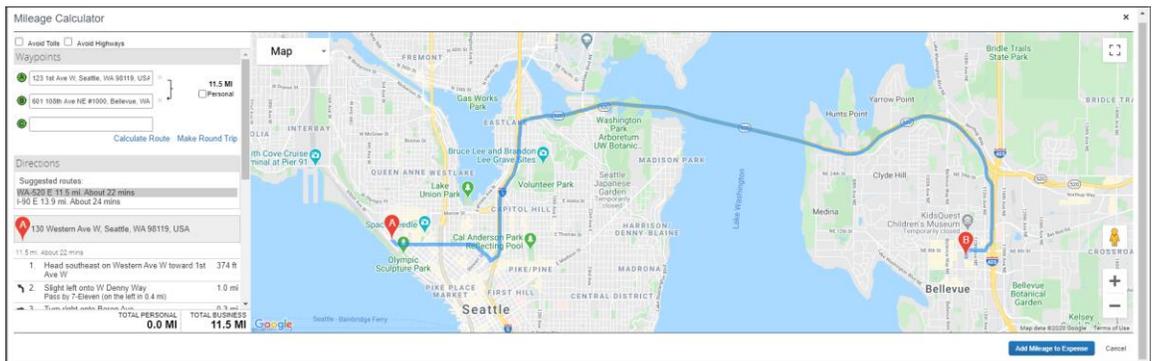
If the user has a Home Address configured, the first waypoint will default to that address:



When the user starts entering text, the configured Company Locations and Most recently used addresses appear:

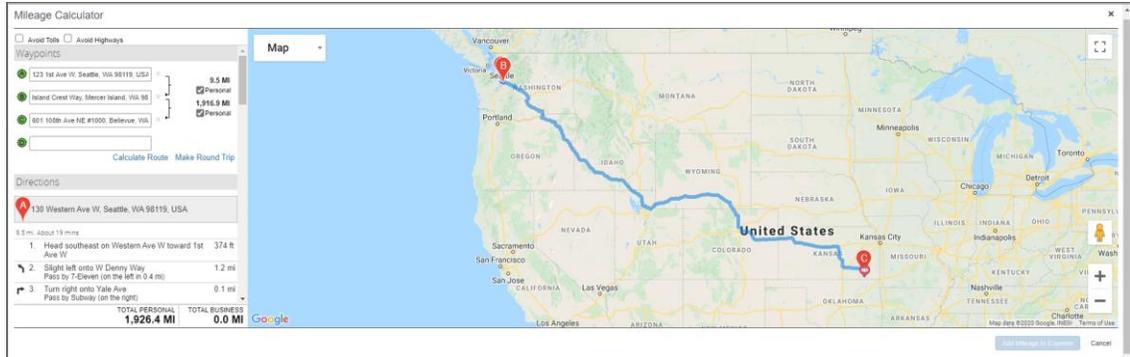


Once the user has entered two waypoints, the mileage is calculated at the bottom of the screen:

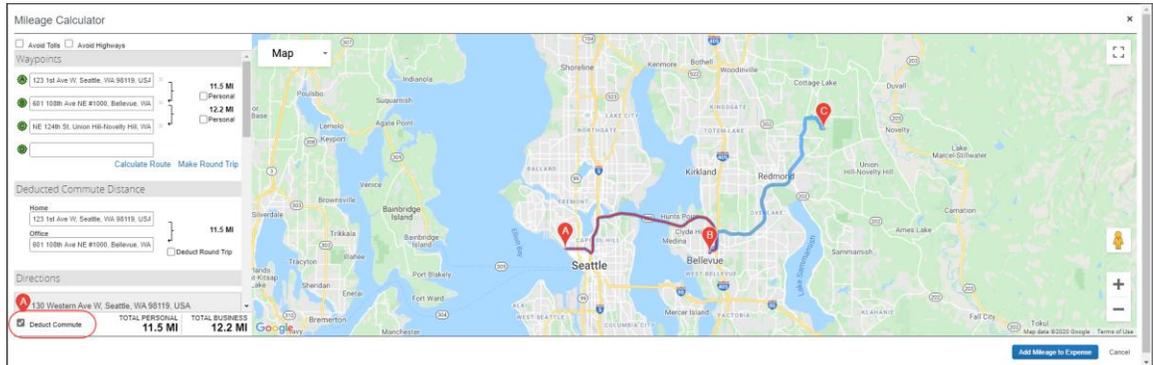


### Section 3: User Experience

The user can mark individual waypoints as Personal. Their mileage is deducted from the reimbursable amount:



If the car configuration is set to allow deduction, the user can click **Deduct Commute** to subtract their commute from the mileage:



When finished, the user clicks **Add Mileage to Expense** and the values are transferred to the expense entry:

**New Expense** Cancel **Save Expense**

Details Show Receipt

Mileage Calculator | Allocate

\* Required field

Expense Type \*  Transaction Date \*  City \*

Purpose of the Trip \*  From Location \*  To Location \*  Payment Type

Receipt Status \*

Vehicle ID \*  Distance to Date  Odometer Start \*  Odometer End \*

Business Distance \*  Personal Distance \*  Total Distance \*  Number of Passengers

Amount  Currency

Reimbursement Rates:  
 0 to 200 – USD per mile  
 201 to 300 – USD per mile  
 301 to 400 – USD per mile  
 401 and above – USD per mile  
 Personal Distance – USD per mile

**Save Expense** **Save and Add Another** Cancel

## Approvers

An approver cannot partially reject a personal car mileage expense, nor can they change the amount of the expense or any information that was provided by the employee by using the mileage helper. Depending on the configuration, the approver may be able to change the **Type of Trip** and **Receipt Status** fields, if available and if appropriate.

## User Administrator: Managing Cars on Behalf of an Employee

The user administrator can view, and optionally edit and/or register a car on behalf of the employee they are administrating. This is done using the **Personal Car** and/or **Company Car** links made available to the user administrator through the **User Administration** page. The user administrator selects a user to manage and uses these links to open the identical car configuration page the user sees through their Profile access to car configuration.

When they click the link, the **Car Registration** page appears.

The user administrator has permissions to view the car configuration, but may be restricted from editing an existing car, or registering a new car for the user. For example, the figure above shows the **New** button which is available to the administrator based on selection of the *Allow user administrator to add car* setting available during the initial car configuration setup.

### **Enabling and Restricting Car Configuration for the User Administrator**

A user administrator can be restricted from using selected areas of car registration options. Permissions are granted as follows:

- **Permissions to Register a Car:** If the *Allow user administrator to add car* setting is selected in Car Configuration, the administrator will see the **New** button in the **Car Registration** page and may use this to add another car on behalf of the user

Form:	<input type="text" value="Default Car Form"/>
Allow Google Maps integration:	<input type="text" value="Yes"/>
Allow deduction:	<input checked="" type="checkbox"/>
Allow user administrator to add car:	<input checked="" type="checkbox"/>

---

**NOTE:** This setting can be different for each car configuration, allowing selective administrator access to cars based on the car configuration.

---

- **Permissions to Change Expense Car Form Fields:** If a field is set to *Modify* for the user administrator they have permissions to change values in that field, while *Read-Only* and *Hidden* restrict the ability to perform changes

Modify Form Fields

Field Name:

Field Label:

Data Type:

Tool Tip:

Required

Control Type:

Max Length (chars):

Validation:

Default Value Type:

Access Rights

Employee Role:

Employee Administrator Role:

Sponsor Role:

Save Cancel

**! IMPORTANT:** By default, only the **Initial Distance** field is set to *Modify* for the user administrator - the Expense Configuration admin must change any other Car form field, such as Vehicle ID, to grant access to the user administrator.

### What the User Administrator Sees

The user administrator selects a user to manage and is given permissions to use the Personal or Company Car links to view the car configuration for that user. Beyond this, the overall configuration dictates what they can and cannot do.

**Car Registration** [Close]

Company Car Registration  
 This page displays all the company cars that have been registered.  
 Reimbursement Method: Company Car - Variable Rates

Period for Distance Limits:   
 Starting Month:   
 Starting Day:

---

Initial Distance:   Vehicle ID:  Vehicle Type:  [v]

Preferred Car

<input type="checkbox"/> Vehicle ID	Vehicle Type	Accumulated distance to date by Car Type (this period)	Active
<input checked="" type="checkbox"/> Electric Car	Electric	0	Yes
<input type="checkbox"/> Truck	SUV	0	Yes

The example above hides the **New** button, and sets all fields excepting **Initial Distance** to Read-Only. The administrator is denied the ability to edit any other fields or register a car for the user they are managing.

In the figures below, full permissions are granted. The **New** and **Remove** buttons are enabled through car configuration:

**Car Registration** [Close]

Company Car Registration  
 This page displays all the company cars that have been registered. Click **New** to register another car.  
 Reimbursement Method: Company Car - Variable Rates

Period for Distance Limits:   
 Starting Month:   
 Starting Day:

<input type="checkbox"/> Vehicle ID	Vehicle Type	Accumulated distance to date by Car Type (this period)	Active
<input type="checkbox"/> Electric Car	Electric	0	Yes
<input type="checkbox"/> Truck	SUV	0	Yes

When opening a car for editing, all fields are available to the user administrator:

### Car Registration ✕

Company Car Registration

This page displays all the company cars that have been registered.  
 Reimbursement Method: Company Car - Variable Rates

Period for Distance Limits:

Starting Month:

Starting Day:

---

Initial Distance  ✕

Vehicle ID

Vehicle Type

Preferred Car

<input type="checkbox"/> Vehicle ID	Vehicle Type	Accumulated distance to date by Car Type (this period)	Active
<input checked="" type="checkbox"/> Electric Car	Electric	0	Yes
<input type="checkbox"/> Truck	SUV	0	Yes

### BEST PRACTICE: EDITING THE INITIAL DISTANCE FIELD

As best practice, the **Initial Distance** field should be made set to Modify for the user administrator (this is the default setting for this field). This allows the user administrator to reset the distance figure should corrections be required without need to contact SAP. When correcting this field, the system will prompt for the change - click OK to dismiss the confirmation message.

### Final Confirmation ✕

The rate your company uses to calculate your distance (miles/km) reimbursement varies depending on the total distance you have travelled during the reporting period - the greater the distance travelled in the reporting period, the lower the reimbursement rate.

The **Initial Distance** field represents the initial distance - the starting point in Concur Expense, which is the distance (miles/km) for which you have already been reimbursed in the current reporting period, prior to registering your vehicle in Concur Expense. It is not the odometer reading of your vehicle.

In this field, you have entered **200**.  
 If this value represents the initial distance, select OK to continue. If this value represents your odometer reading, select Cancel so you can modify this value before registering this vehicle.

---

**NOTE:** Resetting the initial distance does not recalculate the mileage within existing reports, but does provide the correct base mileage for reports created after the correction.

---

## Section 4: Car Configuration Procedures

The Car Configuration page allows an administrator to specify the company or personal car reimbursement rate, to indicate whether there is a distance limit at which the rate changes, and to provide other criteria that set the rate.

Concur Expense provides these options for company car reimbursement:

- **Distance/No Reimbursement:** The employee is reimbursed for actual company car expenses, and not for mileage. No rates need to be entered.
- **Variable Rates:** The employee is reimbursed for company car mileage based on certain criteria, such as engine size, emissions value, petrol, or diesel.

Concur Expense provides these options for personal car reimbursement:

- **One Rate for All Cars:** The employee is reimbursed at a single rate for all car-related expenses regardless of distance or criteria.
- **Variable Rates Depending on Car Type:** The employee is reimbursed at a rate based on a car type as defined by various criteria such as engine size, emissions value, petrol or diesel. The administrator defines the criteria using the personal car configuration wizard.

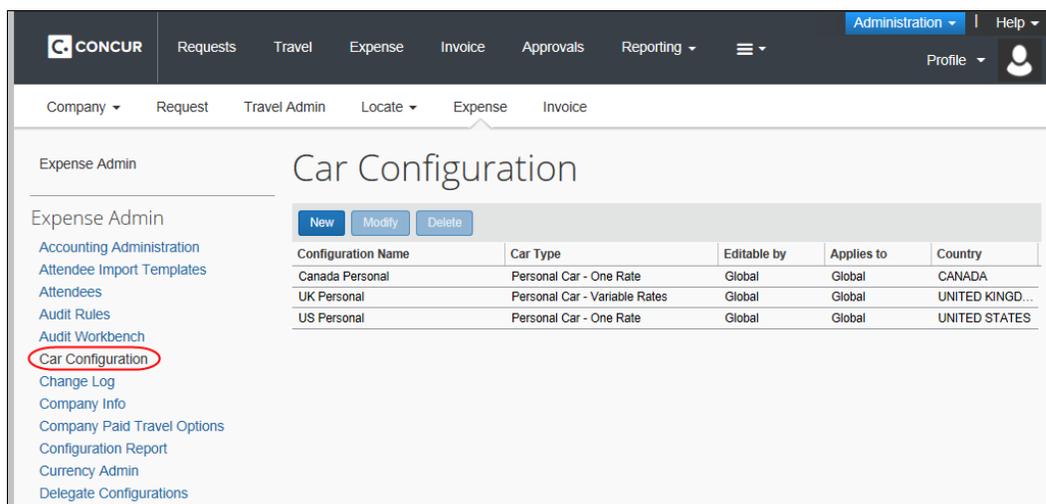
### Accessing Car Configurations

Car configurations should be created after the appropriate car registration forms have been created.

▶ **To access Car Configurations:**

1. Click **Administration > Expense**.

2. Click **Car Configuration** (left menu). The **Car Configuration** page appears.



The **Car Configuration** page displays all car configurations created on a Global and Group level. Configurations only appear on the page for the groups that you have access to administer. Employees assigned the role of Expense Configuration administrator for the Global group can view, edit and delete all car configurations.

- The **Editable By** column identifies the administrators who can modify the car configuration.
- The **Applies to** column identifies the groups to which the configuration data applies.

---

**NOTE:** If you need greater granularity in your group hierarchy when assigning mileage reimbursement within a company, you can use the group hierarchy tree functionality. To do this, clear (disable) the **Use Named Groups for Car Configuration** check box on the **Site Settings** page. For more information, refer to the section *Assigning Different Car Reimbursements Rates Using UnNamed Groups* in this manual.

---

- The **Country** column indicates the country to which this configuration applies.

A car configuration is associated with a group **and** a country, as are employees. The car configuration options in Concur Expense only appear to the employee if the criterion set for the car configuration matches the country and group to which the employee belongs.

## One Rate or No Reimbursement Configuration

▶ **To create a One Rate or No Reimbursement configuration:**

1. On the **Car Configuration** page, click **New**. The **General** step of the **Car Configuration** wizard appears.

The screenshot shows the 'Car Configuration' wizard in the 'General' step. The form contains the following fields and options:

- Configuration Name: Text input field.
- Car Type: Dropdown menu.
- Accumulate Distance By: Dropdown menu.
- Editable by: Dropdown menu.
- Applies to: Dropdown menu.
- Country: Dropdown menu (set to 'None').
- Currency: Dropdown menu (set to 'None').
- Form: Dropdown menu (set to 'None').
- Allow Google Maps integration: Dropdown menu.
- Allow deduction:
- Allow user administrator to add car:

At the bottom right, there are 'Cancel' and 'Next>>' buttons.

2. Complete the required fields.

Field	Description
Configuration Name	Type a descriptive name for the car configuration. This name appears on the <b>Car Configuration</b> page.

Field	Description
Car Type	<p>Select the desired car type:</p> <ul style="list-style-type: none"> <li>• <b>Personal Car - One Rate:</b> The car is employee owned and maintained. The employee is reimbursed for expenses.</li> <li>• <b>Company Car - Distance/No Reimbursement:</b> The employee is reimbursed for actual expenses; company car distance entries would be created only to track odometer readings, and so on. The employee would also be expected to create expenses for gas, maintenance, insurance, and so on.</li> </ul>
Editable By	<p>Select the group rights that an administrator must have in order to modify the configuration.</p>
Applies to	<p>Select the group(s) to which the car configuration applies.</p> <p><b>NOTE:</b> If you need greater granularity in your group hierarchy when assigning mileage reimbursement within a company, you can use the group hierarchy tree functionality. To do this, clear (disable) the <b>Use Named Groups for Car Configuration</b> check box on the <b>Site Settings</b> page. For more information, refer to the section <i>Assigning Different Car Reimbursements Rates Using UnNamed Groups</i> in this manual.</p>
Country	<p>Select a country for this configuration. The country value indicates which employees use this configuration for car distance entries.</p> <p>You can easily access the country name by typing the first letter of the country, such as <b>U</b> for United States, to go immediately to all countries that begin with <b>U</b>. Continue typing until you reach the country you want.</p> <p><b>NOTE:</b> In the case where an employee from the United States travels to Canada, the United States rates would apply. An employee is also linked to a locale defined in User Administration; however, locale does not always identify the country in which the employee is located, although in most cases it is the same. The locale determines how date and time are formatted. For example, an employee could be a US citizen working in Germany, so his locale is US-ENG, but the country in which the rates for reimbursement apply, is Germany. The employee can view dates in the US format (mm/dd/yyyy) not the German format (yyyy/mm/dd), but the German configuration rates for car mileage will apply.</p> <p><b>IMPORTANT:</b> The country selected here for the car configuration <i>must</i> match the default country of the employee. This may <i>not</i> be the same as the default locale of the employee.</p>

Field	Description
Currency	Select the currency in which the rate is entered (for example, Euros or US Dollars). The rate is displayed to the employee using the standard alpha currency code, such as EUR or USD. The calculation performed and displayed to the employee uses the currency specified. <b>IMPORTANT:</b> The currency selected here for the car configuration <i>must</i> match the default currency of the employee.
Form	Select the car registration form you would like users to see in Profile.
Allow Google Maps Integration	Select an option: <ul style="list-style-type: none"> <li>• <b>No:</b> The Google Maps <b>Mileage Calculator</b> link is hidden, and the user enters the To and From location manually</li> <li>• <b>Yes:</b> The Google Maps <b>Mileage Calculator</b> link is available and can be used optionally, in place of the To and From Location options</li> <li>• <b>Required:</b> The <b>Mileage Calculator</b> window appears automatically when the user chooses the car mileage expense types - the To and From Location options are disabled and automatically populated from the mileage calculator waypoints</li> </ul>
Allow deduction	Select the check box to allow users to deduct commute distances from their mileage expenses. <b>NOTE:</b> Only available when using Google Maps Integration.
Allow user administrator to add car	Select the check box to allow the user administrator to add a car on behalf of the employee they are administrating in User Admin. <b>NOTE:</b> This privilege is <i>additional</i> to their ability to view and edit existing car configurations on behalf of an employee.

3. Click **Next**. The **Rates** step appears.

**NOTE:** If you chose **Company Car - Distance/No Reimbursement** as the Car Type in Step 2, the configuration is complete and you are returned to the **Company Car Configuration** page. No additional steps are required.

The screenshot shows the 'Car Configuration' interface with the 'Rates' tab selected. The title is 'US Personal Car Reimbursement'. Below the title are three buttons: 'Save', 'New', and 'Remove'. A table with three columns is visible: 'Effective Date', 'Rate', and 'End Date'. The table is currently empty. At the bottom right, there are 'Cancel' and 'Done' buttons.

4. Click **New**. A new line appears.

The screenshot shows the 'Car Configuration' interface with the 'Rates' tab selected. The title is 'US Personal Car Reimbursement'. Below the title are three buttons: 'Save', 'New', and 'Remove'. A table with three columns is visible: 'Effective Date', 'Rate', and 'End Date'. The 'Effective Date' field is now active, showing a calendar icon. At the bottom right, there are 'Cancel' and 'Done' buttons.

5. Complete the fields.

Field	Description
Effective Date	Select a date from the Date helper pane that you want this rate to take effect. The rate will be applied to any personal car mileage expense with a date greater than or equal to the date you select.
Rate	Type a number using the appropriate decimal places for a rate per mile or kilometer.

6. Click **Save**.
7. Click **Done**.

## Variable Rate Configuration (Company or Personal car)

► **To create a Variable Rates Configuration:**

1. On the **Car Configuration** page, click **New**. The **General** step of the **Car Configuration** wizard appears.

The screenshot shows the 'Car Configuration' wizard in its 'General' step. The title 'Car Configuration' is at the top. Below it are four numbered steps: 1 General (active), 2 Distance Limits, 3 Criteria, and 4 Rates. The form contains the following fields:

- Configuration Name: [Text input field]
- Car Type: [Dropdown menu]
- Accumulate Distance By: [Dropdown menu]
- Editable by: [Dropdown menu]
- Applies to: [Dropdown menu]
- Country: [Dropdown menu with 'None' selected]
- Currency: [Dropdown menu with 'None' selected]
- Form: [Dropdown menu with 'None' selected]
- Allow Google Maps integration: [Dropdown menu]
- Allow deduction: [Checkbox, unchecked]
- Allow user administrator to add car: [Checkbox, unchecked]

At the bottom right, there are 'Cancel' and 'Next>>' buttons.

2. Complete the required fields.

Field	Description
Configuration Name	Type a descriptive name for the car configuration. This name appears on the <b>Car Configuration</b> page.
Car Type	Select one of the car types to indicate the car owner and how the reimbursement is being handled: <ul style="list-style-type: none"> <li>• <b>Personal Car – Variable Rates:</b> The employee is reimbursed at a fixed rate for all personal car distance entries, such as .20 USD a mile.</li> <li>• <b>Company Car - Variable Rates:</b> The employee is reimbursed at a fixed rate for all company car distance entries, such as .20 USD a mile.</li> </ul>
Accumulate Distance By	Choose the distance accumulation calculation method for the Variable Rate (only) personal or company car configuration. There are three options: <ul style="list-style-type: none"> <li>• <b>Configuration:</b> Calculate accumulated mileage for one or more cars according to the overall car configuration</li> <li>• <b>Car Criteria:</b> Calculate accumulated mileage for one or more cars according to the specific car criteria under which the car is registered</li> <li>• <b>Car:</b> Calculate accumulated mileage for this car only and no others</li> </ul>
Editable By	Select the group rights that an administrator must have in order to modify the configuration.
Applies to	Select the group(s) to which the car configuration applies. <b>NOTE:</b> If you need greater granularity in your group hierarchy when assigning mileage reimbursement within a company, you can use the group hierarchy tree functionality. To do this, clear (disable) the <b>Use Named Groups for Car Configuration</b> check box on the <b>Site Settings</b> page. For more information, refer to the section <i>Assigning Different Car Reimbursements Rates Using UnNamed Groups</i> in this manual.

Field	Description
Country	<p>Select a country for this configuration. The country value indicates which employees use this configuration for car distance entries.</p> <p>You can easily access the country name by typing the first letter of the country, such as <b>U</b> for United States, to go immediately to all countries that begin with <b>U</b>. Continue typing until you reach the country you want.</p> <p><b>NOTE:</b> In the case where an employee from the United States travels to Canada, the United States rates would apply. An employee is also linked to a locale defined in User Administration; however, locale does not always identify the country in which the employee is located, although in most cases it is the same. The locale determines how date and time are formatted. For example, an employee could be a US citizen working in Germany so his locale is US-ENG, but the country in which the rates for reimbursement apply, is Germany. The employee can view dates in the US format (mm/dd/yyyy) not the German format (yyyy/mm/dd), but the German configuration rates for car mileage will apply.</p> <p><b>IMPORTANT:</b> The country selected here for the car configuration <i>must</i> match the default country of the employee. This may <i>not</i> be the same as the default locale of the employee.</p>
Currency	<p>Select the currency in which the rate is entered (for example, Euros or US Dollars). The rate is displayed to the employee using the standard alpha currency code, such as EUR or USD. The calculation performed and displayed to the employee uses the currency specified.</p> <p><b>IMPORTANT:</b> The country selected here for the car configuration <i>must</i> match the default country of the employee. This may <i>not</i> be the same as the default locale of the employee.</p>
Form	Select the car registration form you would like users to see in Profile.
Allow Google Maps Integration	Select the check box to allow users to use the Google Maps Mileage Calculator when creating mileage expenses.
Allow deduction	Select the check box to allow users to deduct commute distances from their mileage expenses. Only available when using Google Maps Integration.
Allow user administrator to add car	<p>Select the check box to allow the user administrator to add a car on behalf of the employee they are administrating in User Admin.</p> <p><b>NOTE:</b> This privilege is <i>additional</i> to their ability to view and edit existing car configurations on behalf of an employee.</p>

- Click **Next**. The **Distance Limits** step appears.

## Car Configuration

1 General
 2 Distance Limits
 3 Criteria
 4 Rates

### Germany Personal Car - Variable Rate

Distance Limit 1:

Distance Limit 2:

Distance Limit 3:

Period for Distance Limits:  ▼

Cancel
<<Previous
Next>>

4. Complete the required fields.

Field	Description
Distance Limit1	Enter the limit where the rate changes, such as 1000 miles, if applicable. Limits are not required. You can set up criteria without designating limits.
Distance Limit2	Enter the next limit where the rate changes, such as 2000 miles, if applicable.
Distance Limit3	Enter the next limit where the rate changes, such as 15000 miles, if applicable.
Period for Distance Limits	<p>Defines the timeframe for which distance limits are reset to zero and the lowest distance limit rate is applied. For example, if the period is monthly, then the tracking of miles for an employee is reset to zero at the beginning of the month. This means that when the employee submits an expense report at the beginning of the month, the first rate would apply again, even if the distance at the end of the previous month exceeded the beginning distance rate.</p> <p>Select monthly, quarterly, or annually. This field is required if a distance limit is entered. If <b>Annually</b> is selected, then <b>Starting Month</b> and <b>Starting Day</b> fields appear in the helper pane. These are required fields.</p>
Starting Month	Select the month the year begins. This field only appears if <b>Period for Distance Limits</b> is set to Annually.

Field	Description
Starting Day	Select the day of the month the year begins. This field only appears if <b>Period for Distance Limits</b> is set to Annually.

- Click **Next**. The **Criteria** page appears.

The screenshot shows the 'Car Configuration' interface. At the top, there are four tabs: '1 General', '2 Distance Limits', '3 Criteria', and '4 Rates'. The '3 Criteria' tab is currently selected. Below the tabs, the main heading reads 'Germany Personal Car - Variable Rate'. Underneath this heading, there are three buttons: 'New', 'Modify', and 'Delete'. Below the buttons is a large text input field labeled 'Vehicle Type'. At the bottom right of the interface, there are three buttons: 'Cancel', '<<Previous', and 'Next>>'. The 'Next>>' button is highlighted in blue.

- Click **New**. The **New Car Criteria** window appears.

The screenshot shows a dialog box titled 'New Car Criteria' with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled 'Vehicle Type'. Below the input field, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted in blue.

- Type a criterion, and then click **OK**. Repeat steps 6-7 until the Criteria list is completed.

- Click **Next**. The **Rates** step appears.

The screenshot shows the 'Car Configuration' window with the 'Rates' step selected. The title is 'Germany Personal Car - Variable Rate'. Below the title are three buttons: 'Save', 'New', and 'Remove'. A table is displayed with the following columns: 'Vehicle Type', 'Effective Date', 'End Date', 'Rate 1 to 500', 'Rate 501 to 1500', and 'Rate 1501 to 3..'. The table is currently empty. At the bottom right, there are buttons for 'Cancel', '<<Previous', and 'Done'.

- Click **New**. A new line appears.
- Complete the required fields.

Field	Description
Vehicle Type	Select the type of vehicle the rate applies to.
Effective Date	Select the date the rate should take effect.
Rate 1 to X	Type the rate that applies to this distance. The X value in the field name reflects the number you entered for <b>Distance Limit 1</b> in the Distance Limits step.
Rate from X to Y	Type the rate that applies to this distance. The X value in the field name is the number you entered in the first <b>Distance</b> field plus 1. The Y field name reflects the number you entered for <b>Distance Limit 2</b> in the Distance Limits step. Note that, when adding the rate, the number of digits to the right of the decimal is <b>always</b> four, regardless of the chosen currency.

Field	Description
Rate from Y to Z	Type the rate that applies to this distance. The Y value in the field name is the number you entered in the first Distance field plus 1. The Z value in the field name reflects the number you entered for <b>Distance Limit 3</b> in the Distance Limits step. Note that, when adding the rate, the number of digits to the right of the decimal is <b>always</b> four, regardless of the chosen currency.
Rate Over Z	Type the rate that applies to this distance. The Z value reflects the number you entered for <b>Distance Limit 3</b> in the Distance Limits step.
Personal Rate (Company car only)	Type a rate that is used when an employee uses the company car for personal use, such as .10. This rate is multiplied by the distance entered by the employee in the <b>Personal Distance</b> field in the Car Mileage helper pane and then added to the distance entered in the <b>Business Distance</b> field multiplied by the rate. Example: (Personal Rate*personal distance) + (Business Miles*rate)
Rate per passenger	If applicable, type a rate for a passenger, such .03. Note that, when adding the rate, the number of digits to the right of the decimal is <b>always</b> four, regardless of the chosen currency.

11. Click **Done**. The **Car Configuration** page appears.

## Assigning Different Car Reimbursements Rates Using UnNamed Groups

Depending on a company's policy, an administrator can elect to use an "UnNamed" group hierarchy tree in order to select and assign different car mileage reimbursement rates to their car users. This provides greater granularity for the assignment of mileage rate reimbursements to different users within a company. Terminology for this feature is used as follows:

- **Named Group:** A Group that originates from the Group Configurations tool, and under which is mapped the car configuration attributes (car mileage reimbursement rate in this discussion) to groups of users in a company.
- **UnNamed Group:** A group-like list of hierarchical nodes created using the List Management tool, and configured to mimic a Group structure (Global > UK > Directors; Global > UK > Marketing as examples in this section) by allowing association of a node (group) of users to the specified car mileage reimbursement rates.

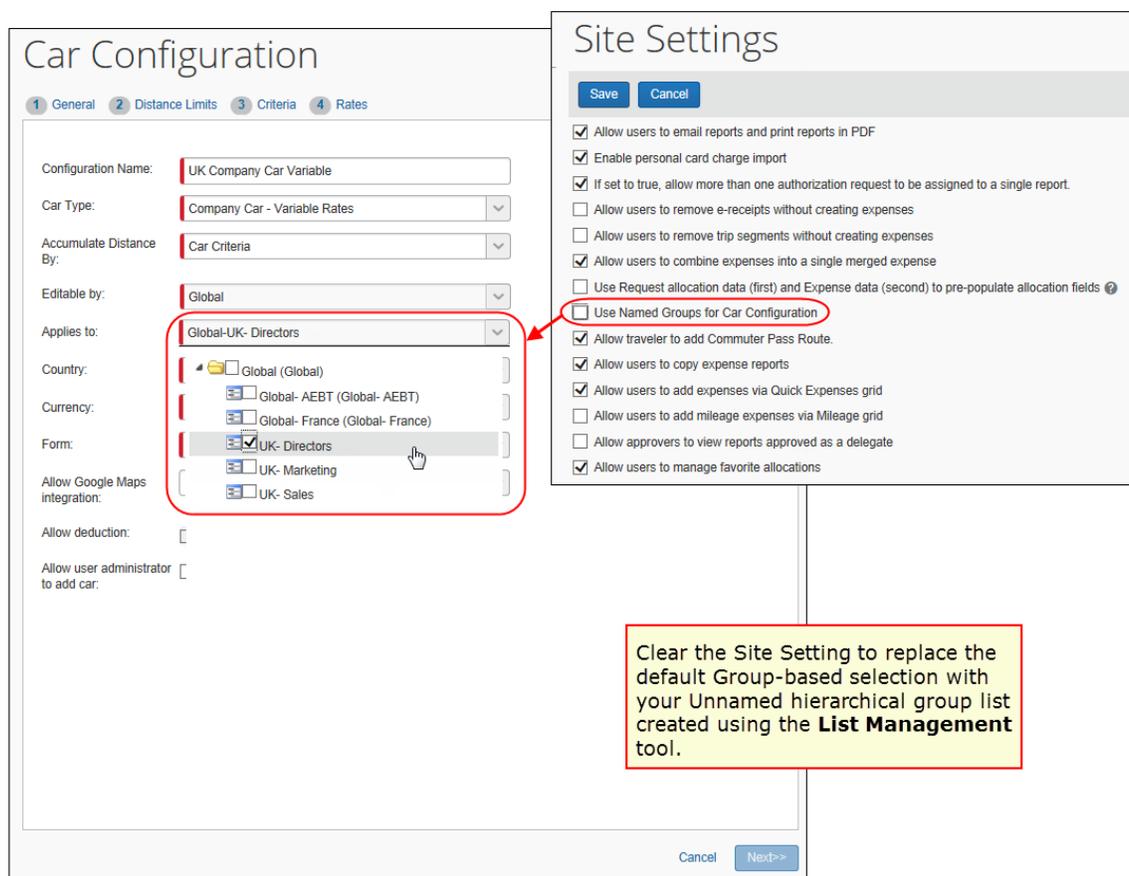
### **Example – Assigning to Different Users**

Assume you have different user types, Directors, Marketing, and Sales, that you want to reimburse at different care mileage rates. If the company's car configuration business policy is the only difference between these employee types, creating or modifying Groups for this business purpose adds an additional configuration

maintenance burden for a relatively simple need. Instead, you can create named “groups” using a hierarchical list and expose this list within the Car Configuration tool for association to these groups of users.

### How It Works

The administrator works with several tools within Concur Expense to create and expose the hierarchical list that mimics the employee group structure they want to work with (Global > UK > Directors; Global > UK > Marketing as examples). A setting in Site Settings is used to tell Concur Expense to replace the traditional Group-based hierarchy in Car Configuration with the list-based hierarchy the administrator has created.



The general steps required to configure this feature are as follows:

**NOTE:** Access to one or more tools *may* be restricted – consult with your Concur Expense administrator or submit a Service Request to Support to configure those tools you do not have access to.

- **Step 1 - List Management:** Create the hierarchical list using the *Employee Groups* list type in the List Management tool.



Refer to *Shared: List Management Setup Guide* for more information.

- **Step 2 - Forms and Fields:** Edit the Employee header form to select the list, add and configure fields, and preview and assign your work to the Default Employee Information form. Then, do the same for the Employee Entry form, being sure to apply the Hidden attribute to the fields at this level and assign the connected list to the Car Mileage form.



Refer to *Concur Expense: Forms and Fields Setup Guide* for more information.

- **Step 3 - User Administration:** Review the fields and access rights you have added in Step 2 by opening User Administration and noting the field appearance and behavior.



Refer to *Shared: User Administration User Guide* for more information.

- **Step 4 – Feature Hierarchies:** Add the field structure in the desired order (Level One; Level Two) to the Employee hierarchy feature, and confirm your changes.



Refer to *Shared: Feature Hierarchies Setup Guide* for more information.

- **Step 5 – Group Configurations:** Match the hierarchical list naming structure you created using the List Management tool by entering these names as nodes under the Global group in Group Configurations, repeating this for the Employee group configuration as well.



Refer to *Expense: Group Configurations Setup Guide* and *Shared: Group Configurations for Employees Setup Guide* for more information.

- **Step 6 – Site Settings:** Clear (disable) the **Use Named Groups for Car Configuration** setting – this replaces the traditional Group-based list with the list you created using the List Management tool, allowing you to now select and assign mileage rates to the “group” displayed in list format.



For more information about site settings, refer to *Concur Expense: Site Settings Setup Guide*.

## Modifying Car Configurations

Both the employee and their user administrator can view and edit the car configuration. However, only the user administrator may edit the Initial Distance field.

Please note the following when modifying car configurations:

- Changes to the configuration take effect immediately for all expense reports not filed.

- Expense reports that have already been processed will not be affected by the change.
- For Company Car Variable Rates and Personal Car Variable Rates, an administrator can edit the **Configuration Name, Applies to, Editable by,** and **Allow Google Maps integration** fields. All other fields are read-only.
- If rates have been assigned to a Personal Car One Rate configuration, then the Effective Date for the configuration cannot be changed.

---

**NOTE:** A Company Car Distance/No Reimbursement configuration cannot be edited once an expense report that uses that configuration has been submitted.

---

▶ **To modify a car configuration:**

1. On the **Car Configuration** page, select the name of the desired car configuration.
2. Click **Modify**. The **General** step of the Car Configuration wizard appears.
3. Make any necessary changes.

---

**NOTE:** For complete field definitions, refer to the information in this guide about adding configurations.

---

4. Click **Done**.

## Deleting Car Configurations

Note the following:

- If a car rate is used in a submitted expense report, then the car configuration is removed from view but still exists in Concur Expense.
- If a car rate has not been used, then the car configuration is permanently deleted from the system.
- If a personal car is available in a user's profile and if you delete the associated car configuration, the system automatically deletes the personal car information in the profile.

---

! **IMPORTANT:** Consider alerting your users that the personal car information will be deleted and that they must re-enter the information when the new configuration is available.

---

▶ **To delete a car configuration:**

1. On the **Personal and Company Car Configuration** page, select the desired configuration.

---

**NOTE:** Click **Select All** to delete all configurations.

---

2. Click **Delete Selected Rows**.

## Section 5: Fuel for Mileage Configuration Procedures

### Overview

The following section explains how to set up the new Fuel for Mileage feature. Use the **Site Settings** section of **Expense Admin** to set up fuel for mileage for your organization.

### Updating Site Settings

▶ ***To update the Site Settings:***

1. Click **Administration > Expense > Expense Admin > Site Settings**.

2. Select the following options:

- ◆ **Allow users to add expenses via Quick Expenses grid**
- ◆ **Allow users to add mileage expense via Mileage grid**

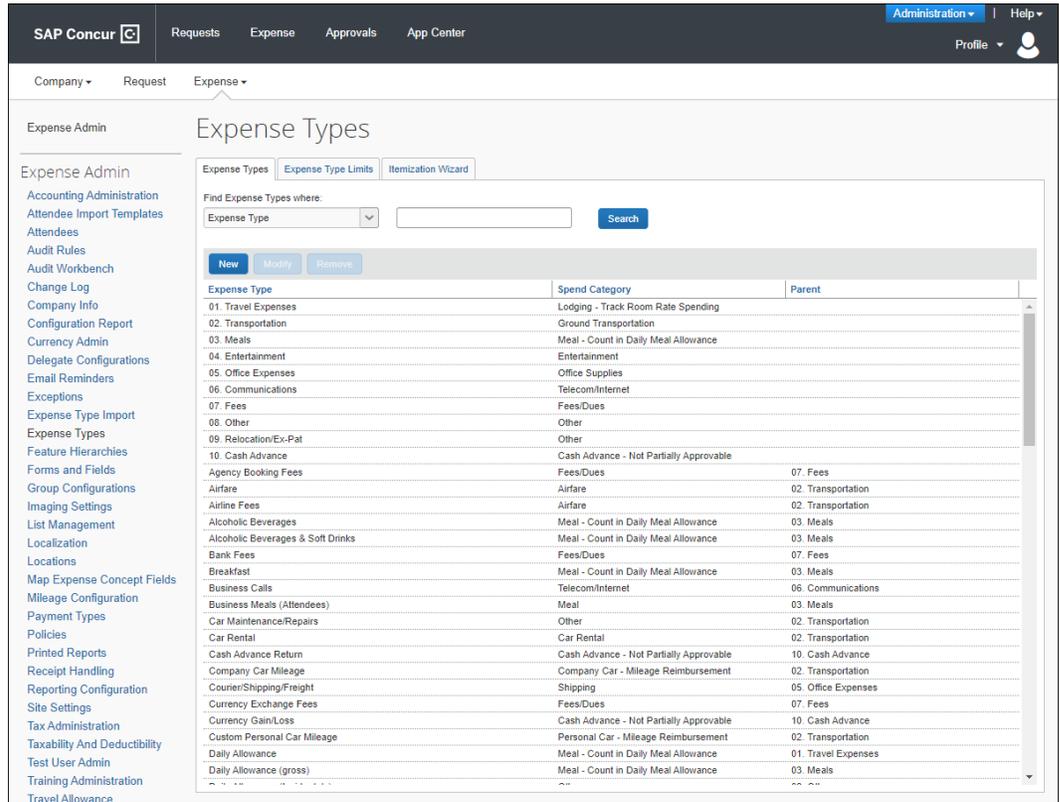
SAP Concur Expense Admin configuration page. The 'Expense Admin' section is active, showing various settings. Two checkboxes are highlighted with a red box: 'Allow users to add expenses via Quick Expenses grid' and 'Allow users to add mileage expenses via Mileage grid'. Other settings include 'Allow users to email reports and print reports in PDF', 'Enable personal card charge import', 'Allow users to opt into Expense Assistant', 'Use Named Groups for Car Configuration', and 'Non Domestic Tax Enabled'. A dropdown menu for 'Non Domestic Tax Field' is set to 'Custom 38'. There are also buttons for 'Add' and 'Remove' in the 'Select additional employee fields to display in user search results' section.

3. Click **Save**.

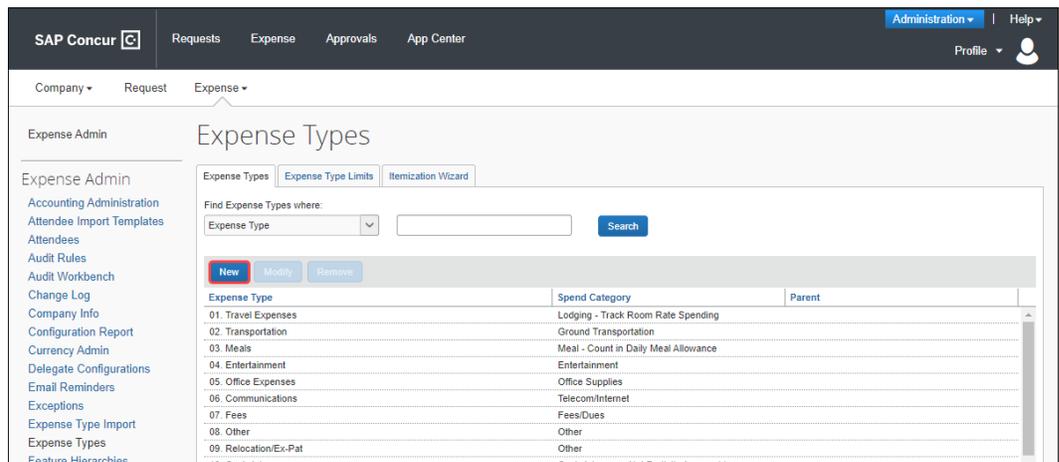
## Creating the Fuel for Mileage Expense Type

► **To create the Fuel for Mileage Expense Type:**

1. Click **Administration > Expense > Expense Admin > Expense Types**.



2. Click **New** to add a new expense type.



3. Provide the following values:
  - ◆ **Name:** Fuel for Mileage
  - ◆ **Spend Category:** Fuel for Mileage
  - ◆ **Available for:** Both Entry and Itemization
  - ◆ **Has this Parent:** 02. Transportation

The screenshot shows the SAP Concur Expense Admin interface for creating a new expense type. The 'NEW EXPENSE TYPE' wizard is open, and the 'General' tab is selected. The following values are entered in the form:

- Name: Fuel for Mileage
- Spend Category: Fuel For Mileage
- Available for:  Both Entry and Itemization
- Has this Parent: 02. Transportation
- Show on Mobile device:
- Itemization:  Optional
- Itemization Wizard: None

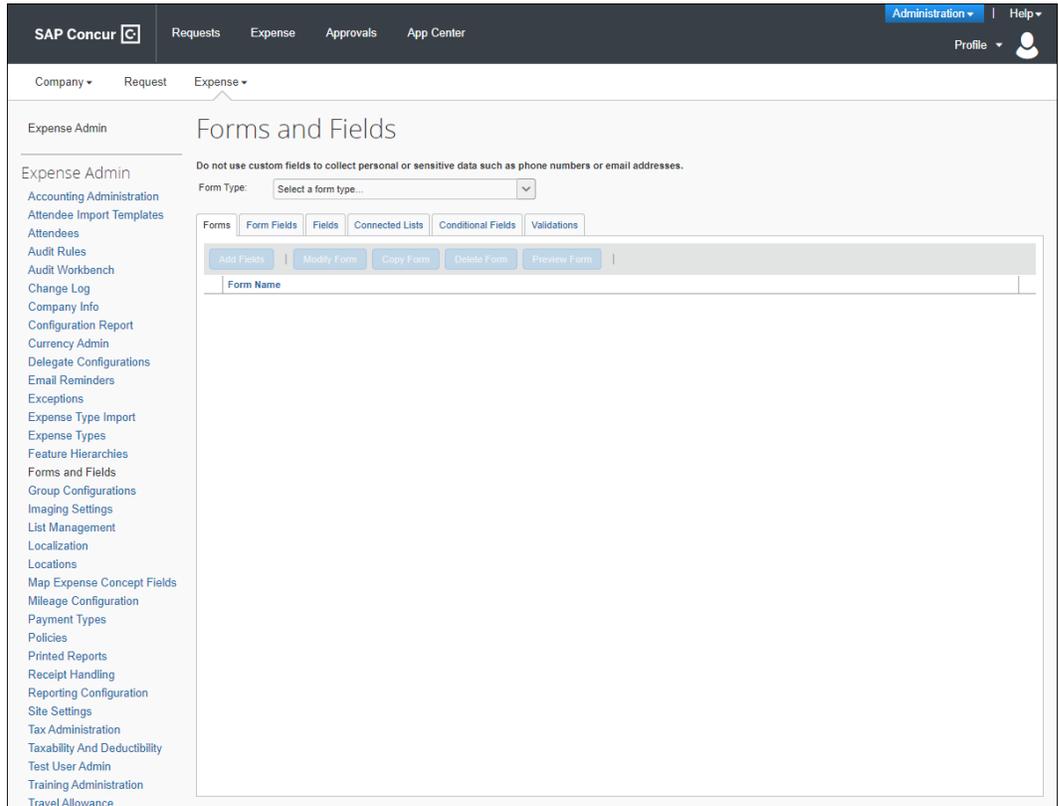
A button labeled 'Expense Types Available for Itemization' is located below the Itemization Wizard field. At the bottom right of the form, there are 'Cancel' and 'Next->' buttons.

4. Click **Next** to complete the remaining tabs in the wizard.
5. Click **Done**.

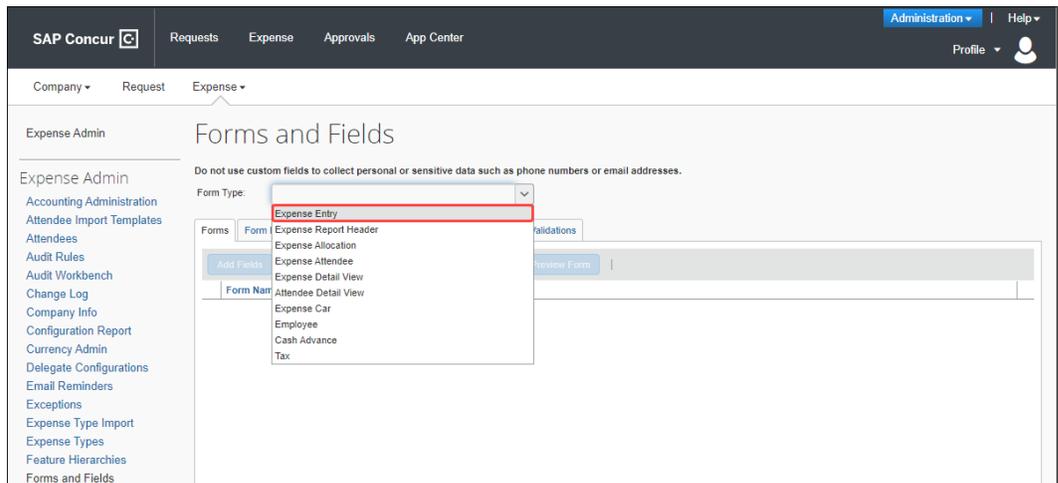
## Creating a new Entry Form – Mileage – No Receipt

▶ **To create a new Mileage – No Receipt Entry Form:**

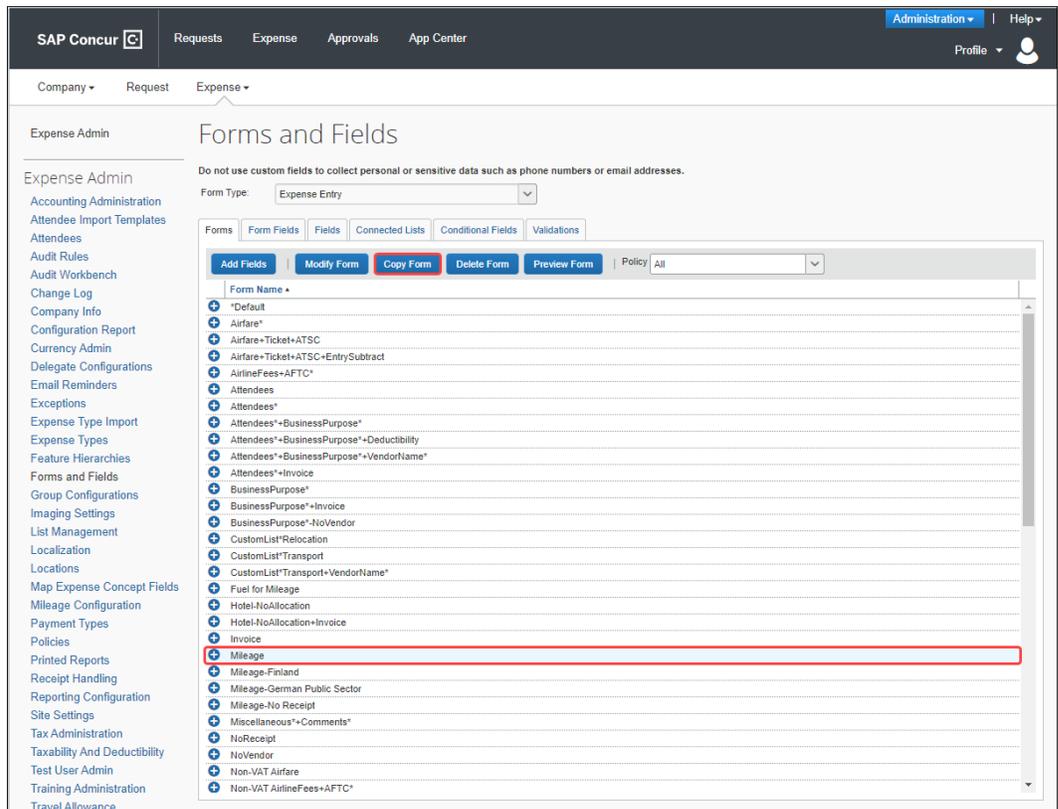
1. Click **Administration > Expense > Expense Admin > Forms and Fields**.



2. Click the **Form Type** list and select **Expense Entry**.

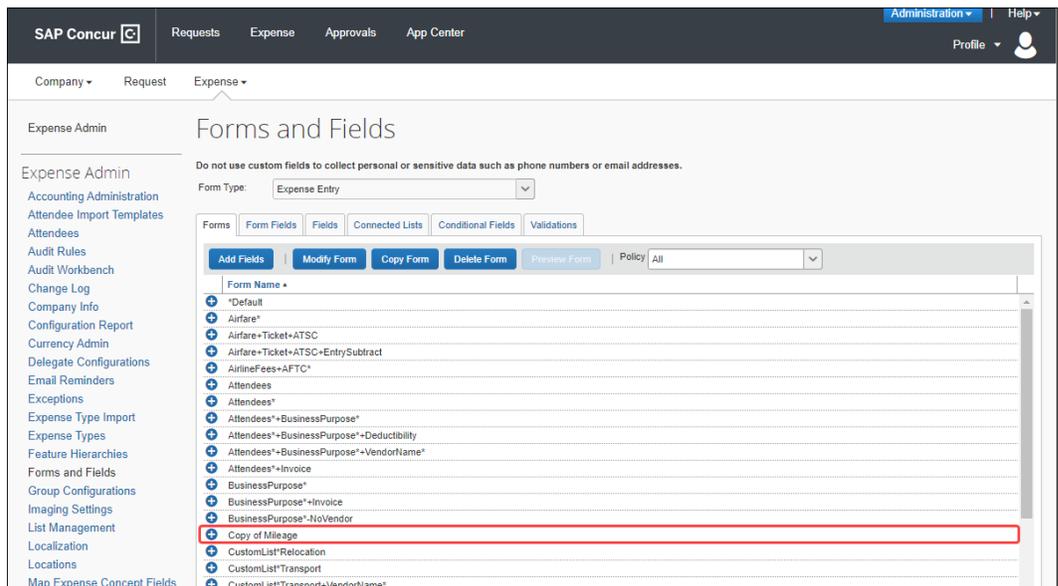


3. Select **Mileage** and click **Copy Form**.

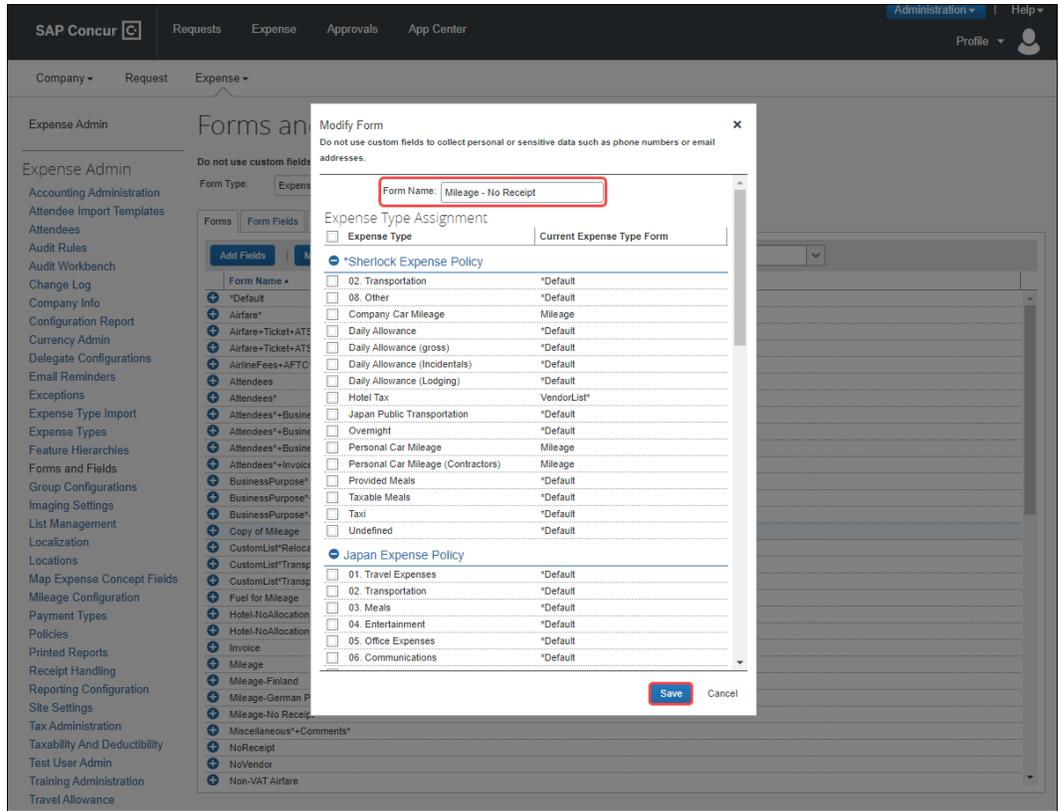


4. Double-click **Copy of Mileage** to modify the form.

(OPTIONAL: To modify a form, you can also select **Copy of Mileage** and then click the **Modify Form** button.)



- In the **Form Name** field, rename **Copy of Mileage to Mileage – No Receipt** and then click **Save**.



After creating and saving the **Mileage – No Receipt** entry form, you must modify the roles associated with **Receipt Status** for this new entry form.

- Click the **Form Fields** tab.

7. Expand **Mileage-NoReceipt** by clicking the + symbol.
8. Select **Receipt Status** and click **Modify Form Fields** – you can also double-click it.

Forms and Fields

Do not use custom fields to collect personal or sensitive data such as phone numbers or email addresses.

Form Type: Expense Entry

Forms | Form Fields | Fields | Connected Lists | Conditional Fields | Validations

Modify Form Fields | Remove Form Fields | Add Fields | Preview Form | Search: [ ]

Form Field Name	Column Name	Required	Sequence
+ Invoice			
+ Mileage-Finland			
+ Mileage-German Public Sector			
- Mileage-No Receipt			
Expense Type	EXP_KEY	Yes	1
Transaction Date	TRANSACTION_DATE	Yes	2
Country	CTRY_CODE	No	3
Purpose of the Trip	DESCRIPTION	Yes	4
From Location	FROM_LOCATION	Yes	5
To Location	TO_LOCATION	Yes	6
Type Of Trip	FOREIGN_OR_DOMESTIC	Yes	7
Currency	CRN_KEY	Yes	8
Payment Type	PAT_KEY	Yes	9
Foreign Amount	TRANSACTION_AMOUNT	Yes	10
Exchange Rate	EXCHANGE_RATE	Yes	11
Amount	POSTED_AMOUNT	Yes	12
Has VAT	HAS_VAT	Yes	13
Tax Posted Amount	POSTED_AMOUNT	Yes	14
Adjusted Amount	ADJUSTED_AMOUNT	No	15
Amount Approved	APPROVED_AMOUNT	Yes	16
Reviewed	RECEIPT_RECEIVED	Yes	17
Travel Allowance	TRAVEL_ALLOWANCE	Yes	18
Receipt Status	RECEIPT_TYPE	Yes	19
Comment	COMMENT_PARAMS	No	20

- In the **Access Rights** section, ensure all roles have **Hidden** selected.

The screenshot shows the 'Modify Form Fields' dialog box. The 'Access Rights' section is highlighted with a red box. It contains the following fields:

- Employee Role: Hidden
- Approver Role: Hidden
- Expense Processor Role: Hidden
- Expense Processor Manager Role: Hidden

Other fields in the dialog include: Field Name (Receipt Status), Field Label (Receipt Status), Data Type (Text), Tool Tip, Required (checked), Has Line Separator After This Field (unchecked), Control Type (Drop-down List), and Default Value Type (None). Buttons for 'Save' and 'Cancel' are at the bottom right.

- Click **Save**.

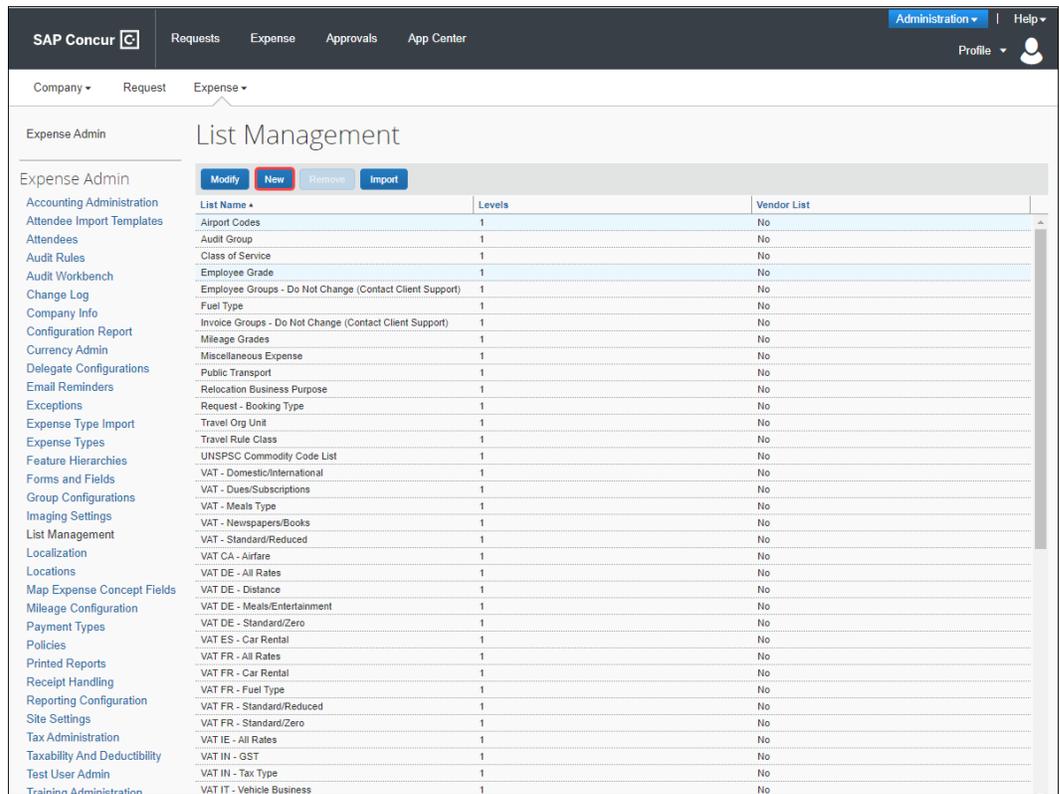
## Adding a new simple list (Fuel Type)

- ▶ **To add a new simple list for Fuel Type:**

- Click **Administration > Expense > Expense Admin > List Management**.

## Section 5: Fuel for Mileage Configuration Procedures

### 2. Click **New**.

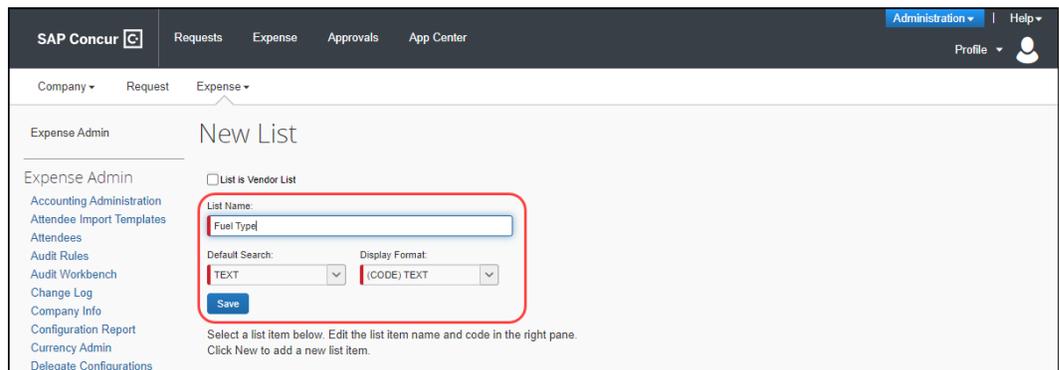


The screenshot shows the SAP Concur 'List Management' page. The 'New' button is highlighted with a red box. Below the buttons is a table with columns for List Name, Levels, and Vendor List.

List Name	Levels	Vendor List
Airport Codes	1	No
Audit Group	1	No
Class of Service	1	No
Employee Grade	1	No
Employee Groups - Do Not Change (Contact Client Support)	1	No
Fuel Type	1	No
Invoice Groups - Do Not Change (Contact Client Support)	1	No
Mileage Grades	1	No
Miscellaneous Expense	1	No
Public Transport	1	No
Relocation Business Purpose	1	No
Request - Booking Type	1	No
Travel Org Unit	1	No
Travel Rule Class	1	No
UNSPSC Commodity Code List	1	No
VAT - Domestic/International	1	No
VAT - Dues/Subscriptions	1	No
VAT - Meals Type	1	No
VAT - Newspapers/Books	1	No
VAT - Standard/Reduced	1	No
VAT CA - Airfare	1	No
VAT DE - All Rates	1	No
VAT DE - Distance	1	No
VAT DE - Meals/Entertainment	1	No
VAT DE - Standard/Zero	1	No
VAT ES - Car Rental	1	No
VAT FR - All Rates	1	No
VAT FR - Car Rental	1	No
VAT FR - Fuel Type	1	No
VAT FR - Standard/Reduced	1	No
VAT FR - Standard/Zero	1	No
VAT IE - All Rates	1	No
VAT IN - GST	1	No
VAT IN - Tax Type	1	No
VAT IT - Vehicle Business	1	No

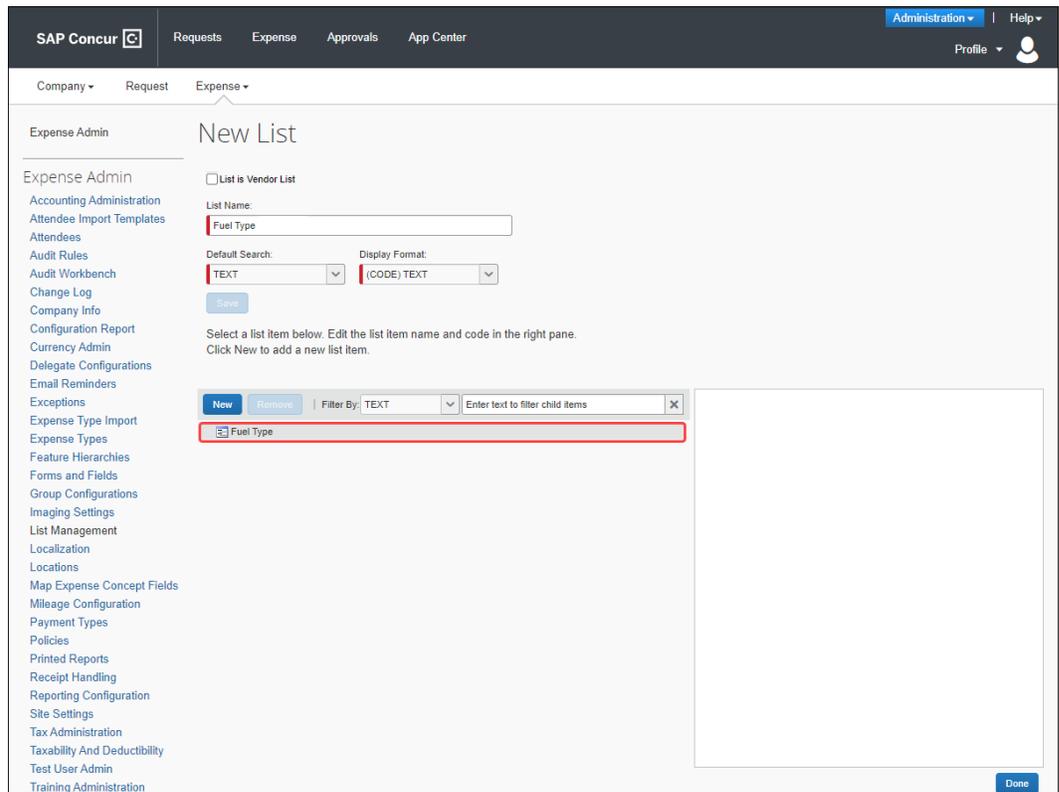
### 3. On the **New List** page, provide the following values:

- ◆ **List Name:** Fuel Type
- ◆ **Default Search:** Retain default value, **TEXT**.
- ◆ **Display Format:** Retain default value, **(CODE) TEXT**.



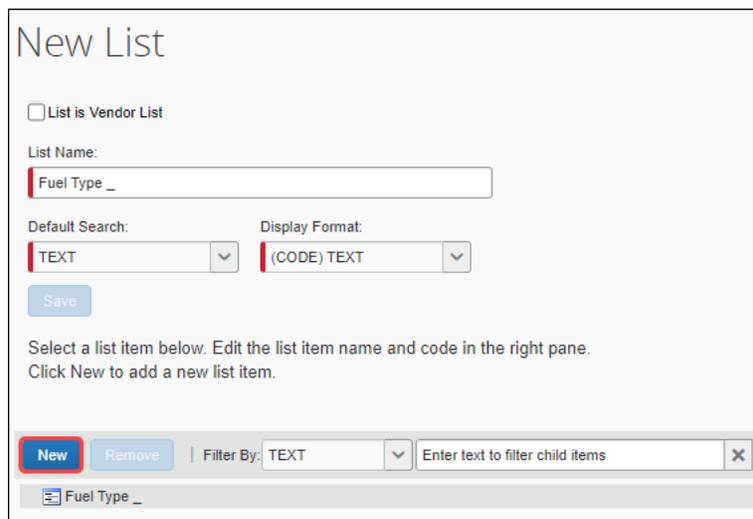
The screenshot shows the 'New List' page in SAP Concur. The 'List Name' field is highlighted with a red box and contains the text 'Fuel Type'. The 'Default Search' dropdown is set to 'TEXT' and the 'Display Format' dropdown is set to '(CODE) TEXT'. A 'Save' button is visible below the form fields.

- Click **Save**. **Fuel Type** now appears as a new list item.

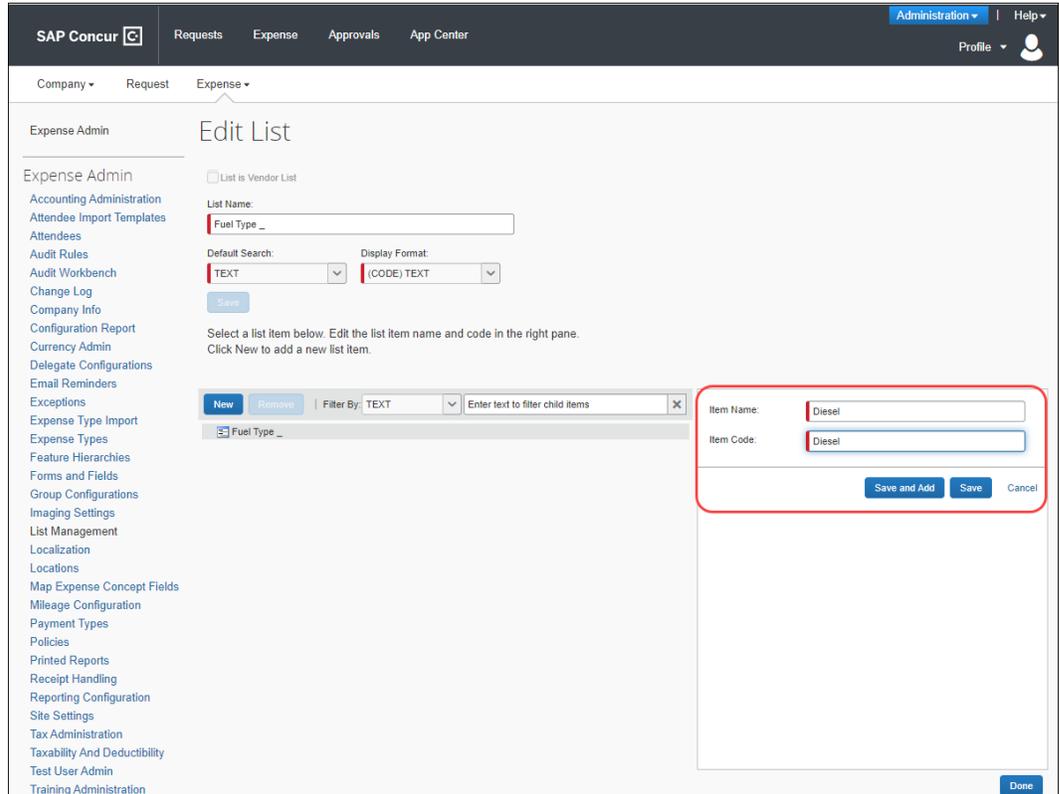


With the **Fuel Type** list item created, you now need to add the fuel types required.

- Click **New**.

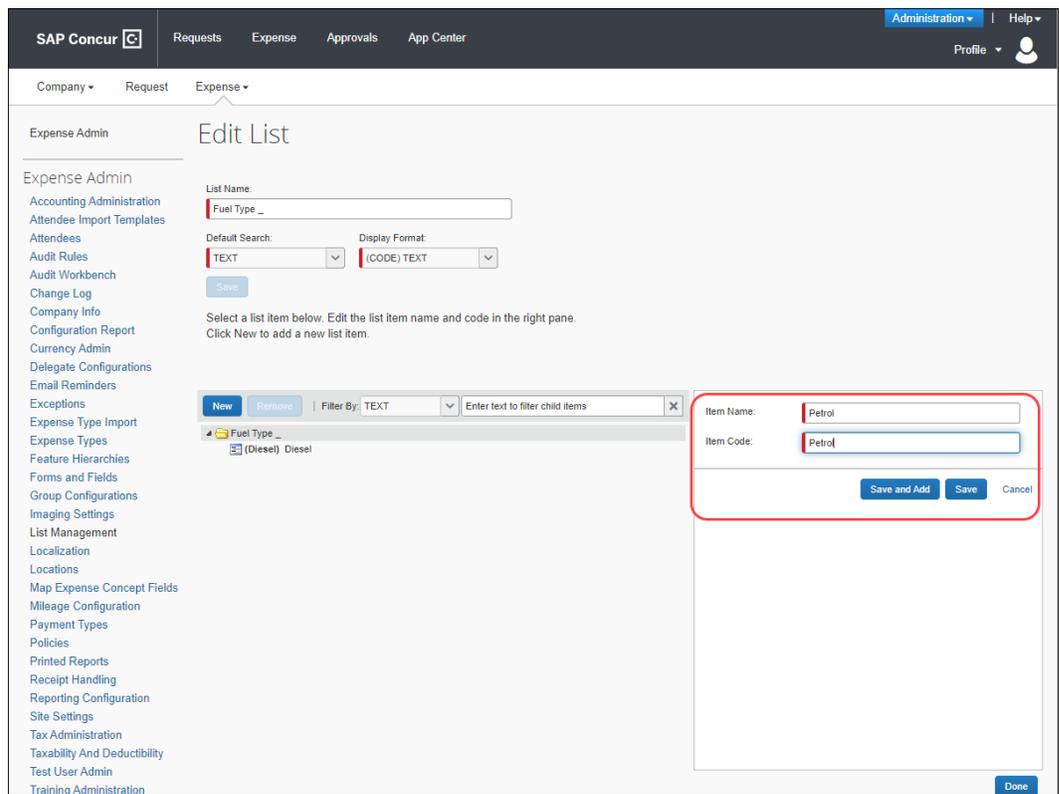


6. Provide the following values:
  - ◆ **Item Name:** Diesel
  - ◆ **Item Code:** Diesel

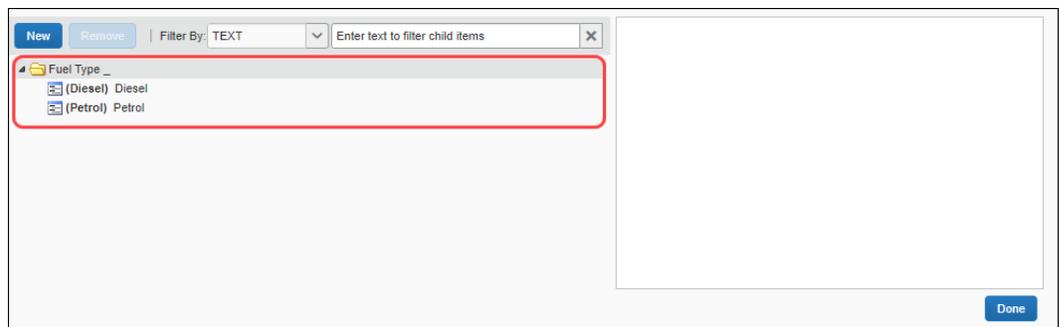


7. Click **Save and Add** to add **Diesel** to the **Fuel Type** list but also to clear the **Item Name** and **Item Code** fields so you can add another fuel type.

8. Provide the following values for Petrol:

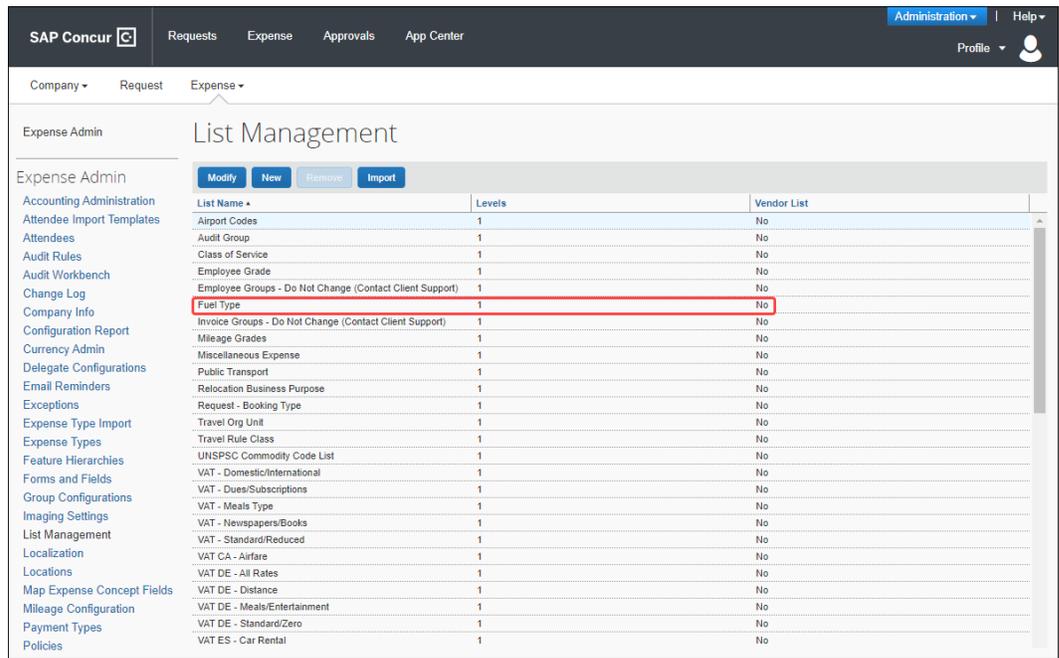


9. Click **Save and Add** to add **Petrol** to the **Fuel Type** list.



10. Click **Done**.

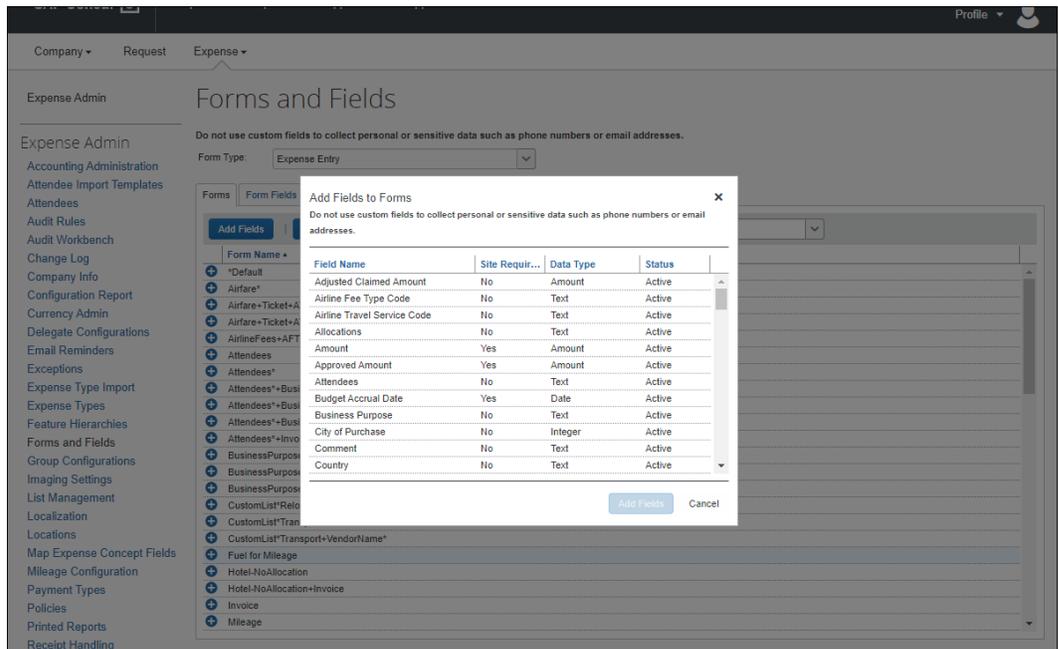
The **Fuel Type** list is now available on the **List Management** page.



## Copying the Default Entry Form to Create a New Entry Form (Fuel for Mileage)

- ▶ **To copy the default form to create a new entry form (Fuel for Mileage):**
  1. Click **Administration > Expense > Expense Admin > Forms and Fields**.
  2. Click the **Form Type** list and select *Expense Entry*.
  3. Select **Mileage** and click **Copy Form**.
  4. Double-click **Copy of Mileage** to modify the form.
    - (OPTIONAL: To modify a form, you can also select **Copy of Mileage** and then click the **Modify Form** button.)
  5. In the **Form Name** field, rename **Copy of Mileage** to **Fuel for Mileage** and then click **Save**.

6. Select the **Fuel for Mileage** form you just created and click **Add Fields**.



7. Select **Custom 17-Custom List** and place/order it below **Receipt Status**.
8. In the **Field Label** list, specify *Fuel Type* and map it to the new **Fuel Type** list.

Field Name: Custom 17-Custom List

Field Label: Fuel Type

Data Type: List

List: Fuel Type

9. Select **Fuel for Mileage** and click **Modify Form**.
10. On the **Fields** tab, double-click **Personal Expense (do not reimburse)**.
11. On the **Modify Fields** window, ensure the **Default Value Type** of *Constant* has a **Default Value** of *No*.

## Section 5: Fuel for Mileage Configuration Procedures

The screenshot shows the 'Modify Fields' configuration window. The field name is 'Personal Expense (do not reimburse)'. The data type is 'Boolean', and the control type is 'Check Box'. The 'Site Required' checkbox is checked. The default value type is 'Constant' and the default value is 'No'. The itemization field source is 'None'. The access rights section shows the following roles: Employee Role: Modify, Approver Role: Read-only, Expense Processor Role: Read-only, and Expense Processor Manager Role: Read-only. The 'Save' button is highlighted in blue.

Field Name	Data Type	Control Type	Default Value Type	Default Value	Itemization Field Source	Employee Role	Approver Role	Expense Processor Role	Expense Processor Manager Role
Personal Expense (do not reimburse)	Boolean	Check Box	Constant	No	None	Modify	Read-only	Read-only	Read-only

12. Click **Save**.

13. Return to the **Fuel for Mileage Entry** form and set the default value for **Personal Expense (do not reimburse)** to **Constant = Yes** and specify all roles as *Read-only*.

**Modify Fields** ✕

Do not use custom fields to collect personal or sensitive data such as phone numbers or email addresses.

**Field Name:** Personal Expense (do not reimburse)

**Data Type:** Boolean

Site Required

**Control Type:** Check Box

**Default Value Type:** Constant

**Default Value:** Yes

**Itemization Field Source:** None

**Access Rights**

Employee Role: Read-only

Approver Role: Read-only

Expense Processor Role: Read-only

Expense Processor Manager Role: Read-only

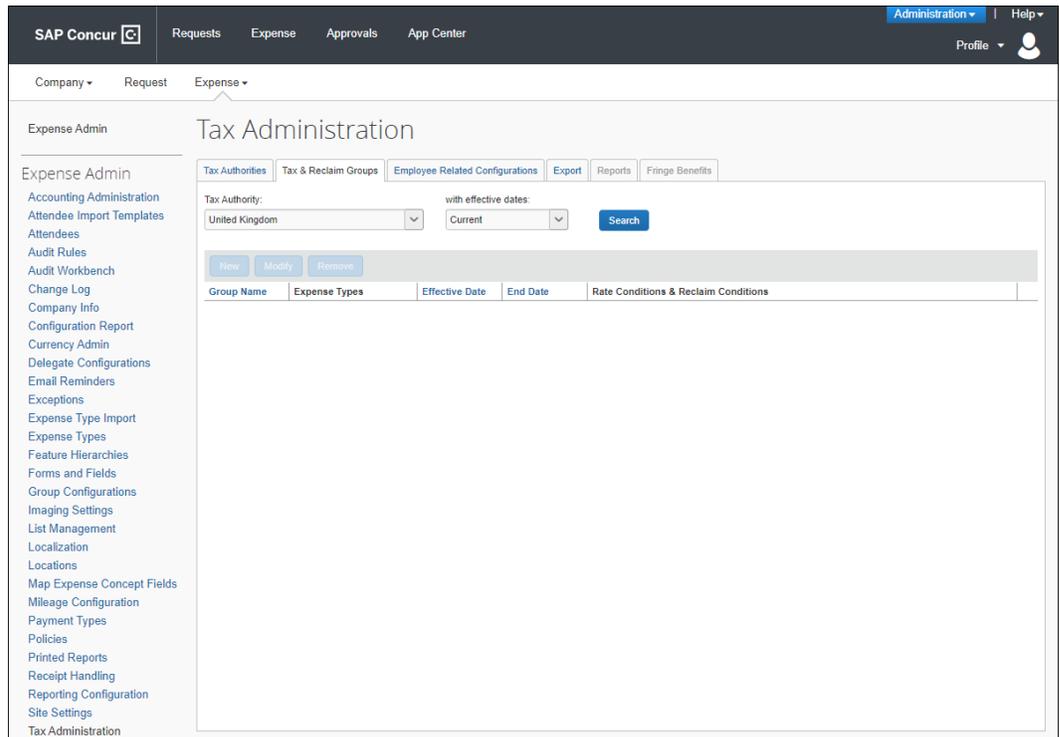
**Save** **Cancel**

14. Click **Save**.

## Setting up a New UK Tax Group – Mileage (Placeholder)

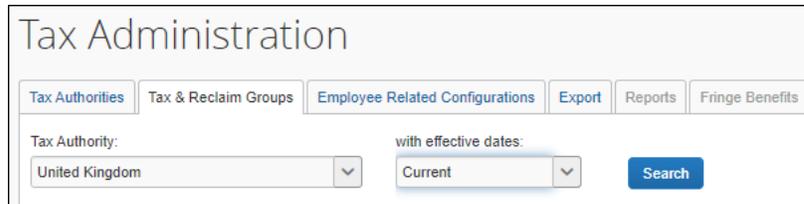
- ▶ **To set up a new tax group (UK Tax Group – Mileage):**
  1. Click **Administration > Expense > Expense Admin > Tax Administration**.

## Section 5: Fuel for Mileage Configuration Procedures



The screenshot shows the SAP Concur Tax Administration interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. The user is logged in as 'Administration' with a profile icon. The main content area is titled 'Tax Administration' and features a sidebar on the left with a list of 'Expense Admin' options. The main panel has tabs for 'Tax Authorities', 'Tax & Reclaim Groups', 'Employee Related Configurations', 'Export', 'Reports', and 'Fringe Benefits'. The 'Tax Authorities' tab is active, showing a search form with 'Tax Authority:' set to 'United Kingdom' and 'with effective dates:' set to 'Current'. A 'Search' button is present. Below the search form is a table with columns: 'Group Name', 'Expense Types', 'Effective Date', 'End Date', and 'Rate Conditions & Reclaim Conditions'. The table is currently empty.

2. From the **Tax Authority** list, select *United Kingdom* and click **Search**.



This is a close-up of the search form in the Tax Administration interface. It shows the 'Tax Authorities' tab selected. The 'Tax Authority:' dropdown menu is set to 'United Kingdom'. The 'with effective dates:' dropdown menu is set to 'Current'. A blue 'Search' button is located to the right of the dropdowns.

3. Select **Mileage (Placeholder)** and click **Modify**.

Tax Administration

Tax Authorities | Tax & Reclaim Groups | Employee Related Configurations | Export | Reports | Fringe Benefits

Tax Authority: United Kingdom with effective dates: Current

Group Name	Expense Types	Effective Date	End Date	Rate Conditions & Reclaim Conditions				
				0%	Zero	01/01/2010	Tax Receipt 0% Receipt 0% No Receipt 0%	Tax Receipt Receipt No Receipt
Internet/Online	Internet/Online Fees	01/01/2010		100%	Standard	01/01/2010	Tax Receipt 100% Receipt 0% No Receipt 0%	Tax Receipt Receipt No Receipt
				0%	Standard	01/01/2010	Tax Receipt 0% Receipt 0% No Receipt 0%	Tax Receipt Receipt No Receipt
Mileage (Place...	Fuel for Mileage	01/01/2010		Petrol: 1400cc or less	Petrol: 1400cc or less	01/01/2010	No Receipt 100%	No Receipt
				Petrol: 1401cc to 2000cc	Petrol: 1401cc to 2000cc	01/01/2010	No Receipt 100%	No Receipt
				Petrol: Over 2000cc	Petrol: Over 2000cc	01/01/2010	No Receipt 100%	No Receipt
				Diesel: 1600cc or less	Diesel: 1600cc or less	01/01/2010	No Receipt 100%	No Receipt
				Diesel: 1601cc to 2000cc	Diesel: 1601cc to 2000cc	01/01/2010	No Receipt 100%	No Receipt
				Diesel: Over 2000cc	Diesel: Over 2000cc	01/01/2010	No Receipt 100%	No Receipt
Non-Reclaimable	Entertainment - Clients, Entertainment - Staff (Dir... Laundry	01/01/2010		Always	Standard	01/01/2010	Tax Receipt 0% Receipt 0% No Receipt 0%	Tax Receipt Receipt No Receipt
Parking	Parking	01/01/2010		100%	Standard	01/01/2010	Tax Receipt 100% Receipt 0% No Receipt 0%	Tax Receipt Receipt No Receipt

- Click **Next** to advance to **Expense Types**, select **Custom Personal Car Mileage**, and click **Next**.

Tax Administration

Tax Authorities | Tax & Reclaim Groups | Employee Related Configurations | Export | Reports | Fringe Benefits

1 Group Name 2 Expense Types 3 Tax Rates 4 Reclaim Rates

Effective Date: 01/01/2010 Overwrite Group:

To edit the effective date, de-select the Overwrite Group option.

Expense Type Label	UNAVAILABLE EXPENSE TYPES
<input type="checkbox"/> Agency Booking Fees	Group Name Effective Date Expense Typ...
<input type="checkbox"/> Alcoholic Beverages	Zero 01/01/2010 Airfare
<input type="checkbox"/> Alcoholic Beverages & Soft Drinks	Zero 01/01/2010 Airline Fees
<input type="checkbox"/> Business Meals (Attendees)	Zero 01/01/2010 Bank Fees
<input type="checkbox"/> Cash Advance Return	Individual Meals 01/01/2010 Breakfast
<input type="checkbox"/> Currency Gain/Loss	Standard 01/01/2010 Business Calls
<input checked="" type="checkbox"/> Custom Personal Car Mileage	Standard 01/01/2010 Car Maintena...
<input type="checkbox"/> Daily Allowance	Car Rental 01/01/2010 Car Rental
<input type="checkbox"/> Daily Allowance (gross)	Standard 01/01/2010 Company Car ...
<input type="checkbox"/> Daily Allowance (Incidentals)	Standard 01/01/2010 Courier/Shippi...
<input type="checkbox"/> Daily Allowance (Lodging)	Zero 01/01/2010 Currency Exc...
<input type="checkbox"/> Entertainment - Breakfast/Simple Meals	Individual Meals 01/01/2010 Dinner
<input type="checkbox"/> Entertainment - Deductible	Non-Reclama... 01/01/2010 Entertainment ...
<input type="checkbox"/> Entertainment - Events/Shows	Standard 01/01/2010 Entertainment ...
<input type="checkbox"/> Entertainment - External (Domestic)	Non-Reclama... 01/01/2010 Entertainment ...
<input type="checkbox"/> Entertainment - External (Foreign)	Zero 01/01/2010 Ex Pat Expen...
<input type="checkbox"/> Entertainment - Lunch/Dinner	Zero 01/01/2010 Friends & Fa...
<input type="checkbox"/> Entertainment - Staff (With Clients)	Standard 01/01/2010 Fuel
<input type="checkbox"/> Fuel for Mileage	Gifts 01/01/2010 Gifts - Clients
<input type="checkbox"/> Fuel IESPS	Gifts 01/01/2010 Gifts - Staff
<input type="checkbox"/> Gifts - Clients (Deductible)	Standard 01/01/2010 Hotel
<input type="checkbox"/> Gifts <= SAUD300	Zero 01/01/2010 Incidentals All...
<input type="checkbox"/> Gifts <= 35€	Individual Meals 01/01/2010 Individual Meals
<input type="checkbox"/> Gifts > SAUD300	

Cancel <<Previous Next>>

- Keep the following six tax conditions for **Engine Size/Fuel Type** to replicate the exact tax conditions for the default **Personal Car Mileage** tax group for this new **Mileage (Placeholder)** tax group.

**Tax Administration**

Tax Authorities | Tax & Reclaim Groups | Employee Related Configurations | Export | Reports | Fringe Benefits

1 Group Name | 2 Expense Types | 3 Tax Rates | 4 Reclaim Rates

New | Modify | Remove

Tax Condition	Tax Code	Rate Type
Petrol: 1400cc or less		Petrol: 1400cc or less
Petrol: 1401cc to 2000cc		Petrol: 1401cc to 2000cc
Petrol: Over 2000cc		Petrol: Over 2000cc
Diesel: 1600cc or less		Diesel: 1600cc or less
Diesel: 1601cc to 2000cc		Diesel: 1601cc to 2000cc
Diesel: Over 2000cc		Diesel: Over 2000cc

Cancel <<Previous Next>>

- Click **Next** to specify the reclaim rates:
- Set up the Proportional Reclaim Conditions for all six tax conditions:
  - Remove **All Tax Receipt** and **Receipt Reclaim** conditions leaving only the **Always/No ReceiptCondition** (as this is required for the **Proportional Conditions**)
  - Update the **Reclaim Rate** to **100%** for the six remaining reclaim conditions
  - Change the **Reclaim Type** to **Proportional** for the six remaining reclaim conditions

Section 5: Fuel for Mileage Configuration Procedures

- ◆ Add the **Proportional** Condition, repeating rows 1-5 and only changing the final row to match the required

Tax Condition	Effective Date	End Date	Reclaim Condi...	Receipt Required	Reclaim Rate	Reclaim Type	Proportional C...
Petrol: 1400cc o...							
	01/01/2010		Always	No Receipt	100%	Proportional	Proportional
Petrol: 1401cc t...							
	01/01/2010		Always	No Receipt	100%	Proportional	Proportional
Petrol: Over 20...							
	01/01/2010		Always	No Receipt	100%	Proportional	Proportional
Diesel: 1600cc ...							
	01/01/2010		Always	No Receipt	100%	Proportional	Proportional
Diesel: 1601cc t...							
	01/01/2010		Always	No Receipt	100%	Proportional	Proportional
Diesel: Over 20...							
	01/01/2010		Always	No Receipt	100%	Proportional	Proportional

Name:

	Data Object	Field/Value	Operator
<input type="checkbox"/>	Entry Compare	Expense Type	Equal
	Value	Fuel for Mileage	
			<input checked="" type="radio"/> And <input type="radio"/> Or
<input type="checkbox"/>	Entry	Country	Equal
	Entry Compare	Country	
			<input checked="" type="radio"/> And <input type="radio"/> Or
<input type="checkbox"/>	Entry	Transaction Date	Is Before
	Entry Compare	Transaction Date	+ 46
			<input checked="" type="radio"/> And <input type="radio"/> Or
<input type="checkbox"/>	Entry	Transaction Date	Is After
	Entry Compare	Transaction Date	- 1
			<input checked="" type="radio"/> And <input type="radio"/> Or
<input type="checkbox"/>	Entry Compare	Receipt Status	Equal
	Value	Tax Receipt	
			<input checked="" type="radio"/> And <input type="radio"/> Or
<input type="checkbox"/>	Entry Compare	Custom 17-Custom List	Equal
	Value	Petrol	

8. Click **Done**.



For more information on Value-Added Tax (VAT)/tax administration, refer to the *Concur Expense: Value Added Tax (VAT) / Tax Administration Setup Guide* for Professional edition.

## Adding and Updating Audit Rules for Mileage

### ► To add an Audit Rule (FUELFORM) for Mileage:

1. Click **Administration > Expense > Expense Admin > Audit Rules**.

The screenshot shows the SAP Concur interface for configuring Audit Rules. The breadcrumb navigation is Administration > Expense > Expense Admin > Audit Rules. The page has tabs for Custom, Random, and Validation. A search bar is present. Below the search bar are buttons for New, Modify, Copy, Activate, Deactivate, and Remove. A table lists existing audit rules with the following columns: Name, Event, Exception Code, Editable By, Applies To, and Active.

Name	Event	Exception Code	Editable By	Applies To	Active
*Business Distance > 100	Entry Save	BD100	*Global	*Global	Yes
*Number of Passengers > 3	Entry Save	PASS3	*Global	*Global	Yes
*Personal Distance 0	Entry Save	PD0	*Global	*Global	No
Actual vs. Booked, Room Rate Per Day	Entry Submit	AVSBERD	*Global	*Global	No
Airfare Preferred Vendor	Entry Save	PREFVEN	*Global	*Global	No
Amount Daily Meals Limit-Multiple Expenses	Entry Submit	DAILYLM	*Global	*Global	No
APA 60 Days Old Expenses	Entry Save	60DAYS	*Global	*Global	No
APA Hotel Itemisation Required	Entry Save	CESITMIZ	*Global	*Global	No
ATM Check	Entry Save	ATMCHECK	*Global	*Global	No
AU Gifts <= SAUD300	Entry Save	AUGIFTS1	*Global	*Global	No
AU Gifts > SAUD300	Entry Save	AUGIFTS2	*Global	*Global	No
AU Tax Receipt > AUD8250 - Insert Comment	Entry Save	TAXRCPT	*Global	*Global	No
AU Tax Receipt > AUD8250 - Review Comment	Entry Save	TRAPPCMT	*Global	*Global	No
Car Rental Preferred Vendor	Entry Save	PREFVEN	*Global	*Global	No
Cash Advance Unused Balance	Report Submit	CAUNUSED	*Global	*Global	No
Company Card Payment Type	Entry Save	COMPYMT	*Global	*Global	No
Corp Card Credit Marked as Personal	Entry Save	PERSCCCR	*Global	*Global	No
DE Domestic Entertainment >€250 Invoice	Entry Save	DEENT250	*Global	*Global	No
DE Domestic Entertainment >€250 No Comments	Entry Save	DEENTNCO	*Global	*Global	No
DE Domestic No Tax Receipt Invoice Checked	Entry Save	DENTRIC	*Global	*Global	No
DE Domestic Tax Receipt >€250	Entry Save	DETR250	*Global	*Global	No
DE Domestic Tax Receipt Invoice Not Checked >€250	Entry Save	DETRINC	*Global	*Global	No

2. Click **New**.
3. Provide the following values:
  - ◆ Name: **Fuel for Mileage**
  - ◆ Event: **Entry Save**
  - ◆ Editable By: *Global*
  - ◆ Applies To: *Global*
  - ◆ Active: **No**

## Section 5: Fuel for Mileage Configuration Procedures

The screenshot shows the 'Audit Rules' configuration interface. At the top, there are three tabs: 'Custom', 'Random', and 'Validation'. Below the tabs, there are three numbered steps: '1 Audit Rule', '2 Conditions', and '3 Exception'. The 'Audit Rule' step is active. The form contains the following fields:

- Name: Fuel for Mileage
- Event: Entry Save
- Editable By: \*Global
- Applies To: \*Global
- Active: No

At the bottom right, there are 'Cancel' and 'Next>>' buttons.

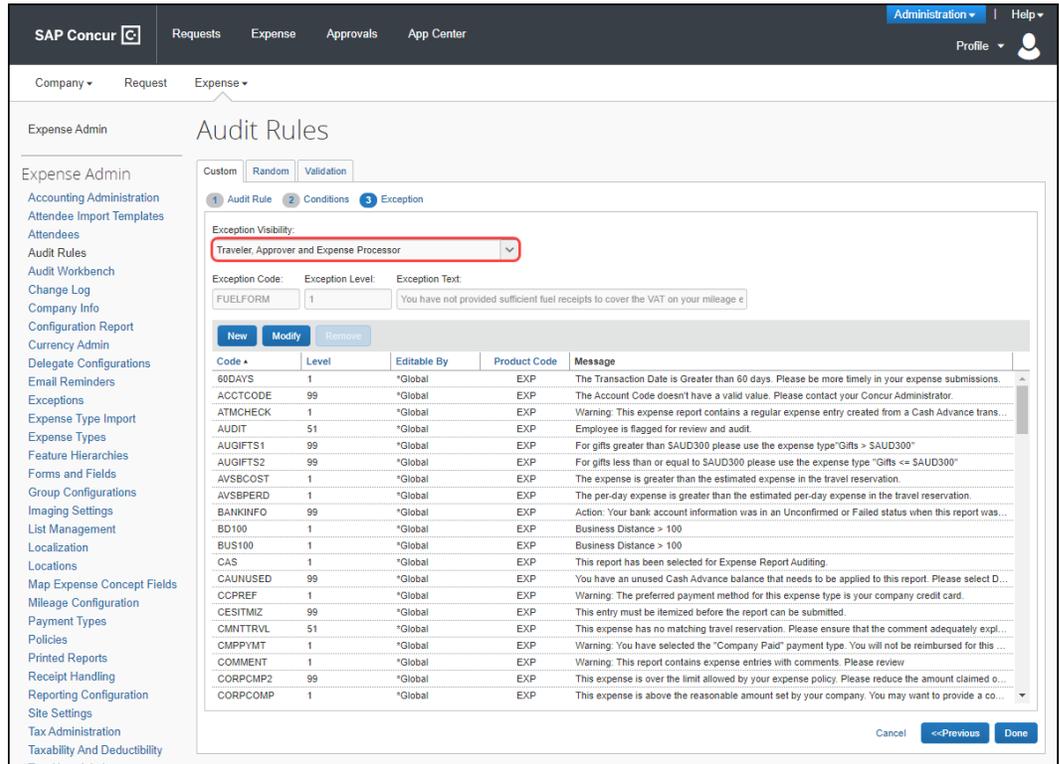
4. Click **Next**.
5. On the **Custom** tab, provide the following values:

The screenshot shows the 'Audit Rules' configuration interface, now on the 'Conditions' step. The 'Custom' tab is selected. The 'Conditions' step is active. The form contains the following fields:

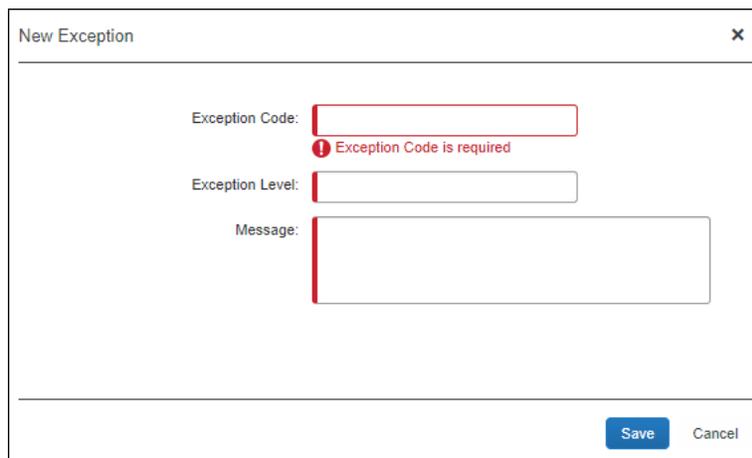
- Insert Remove
- Data Object/Operator: Entry
- Field/Value: Expense Type
- Operation: In
- Data Object/Operator: Value
- Field/Value: Personal Car Mileage
- Operation: [Dropdown]
- Logic:  And  Or
- Data Object/Operator: [Dropdown]
- Field/Value: Country
- Operation: Equal
- Data Object/Operator: Value
- Field/Value: UNITED KINGDOM
- Operation: [Dropdown]
- Logic:  And  Or
- Data Object/Operator: [Dropdown]
- Field/Value: Total Tax Adjusted Amount
- Operation: Not Equal
- Data Object/Operator: Entry
- Field/Value: Total Reclaim Adjusted Amount
- Operation: [Dropdown]

At the bottom right, there are 'Cancel', '<<Previous', and 'Next>>' buttons.

6. Click **Next**.
7. On the **Exception** section of the **Custom** tab, make sure the default *Traveler, Approver, and Expense Processor* option is selected in the **Exception Visibility** list:



8. Click **New**.



9. Provide the following values:

- ◆ Exception Code: **FUELFORM**

- ◆ Exception Level: **1**
- ◆ Message: **You have not provided sufficient fuel receipts to cover the VAT on your mileage expenses. Where possible please provide additional fuel receipts.**

10. Click **Save**. The new audit rule is added and now available.

▶ **To update the Personal Expense Audit Rule to exclude Fuel for Mileage:**

1. Click **Administration > Expense > Expense Admin > Audit Rules**.
2. Double-click **Personal Expenses** (or select **Personal Expenses** and click **Modify**).

The screenshot shows the 'Audit Rules' configuration interface. At the top, there are three tabs: 'Custom', 'Random', and 'Validation'. Below these, there are three numbered steps: '1 Audit Rule', '2 Conditions', and '3 Exception'. The '1 Audit Rule' step is currently selected. The form contains the following fields:

- Name:** A text input field containing 'Personal Expenses'.
- Event:** A dropdown menu with 'Entry Save' selected.
- Editable By:** A dropdown menu with '\*Global' selected.
- Applies To:** A dropdown menu with '\*Global' selected.
- Active:** A dropdown menu with 'No' selected.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Next>>'.

3. Click **Next** to advance to **Conditions**.

- Update the **Personal Expenses** audit rule to exclude **Fuel for Mileage**:

The screenshot shows the 'Audit Rules' configuration page. The 'Conditions' tab is selected. There are two conditions listed. The second condition is highlighted with a red box. It is configured as follows:

Data Object/Operator	Field/Value	Operation
Entry	Personal Expense (do not reimburse)	Equal
Value	Yes	
And Or		
Entry	Expense Type	Not Equal
Value	Fuel for Mileage	

At the bottom of the form, there are buttons for 'Cancel', '<<Previous', and 'Next>>'.

- Click **Next**.
- Click **Done**.

## Section 6: Company Locations

### Overview

Use the Company Locations section of Company Admin to set up company locations for your organization. There are three uses for company locations:

- You can assign users to company locations in order to automatically add a work address to their user record. Users have the ability to update their own home or work addresses in their profile.
- Users can select company locations when adding a mileage expense (requires Google Maps integration).
- Companies using commute deduction can subtract the distance between the user's home address and work address for mileage expenses (requires Google Maps integration).

## Geocoding

*Geocoding* is the process of assigning latitude and longitude to a point, based on street addresses, city, state, and zip code. The Geocoding option adds the latitude and longitude to a company location. This enables users to search for hotels by company location.

### BEST PRACTICE TIPS:

- It is not required to add zip code when adding company locations, however results will be more accurate if zip code is included.
- For best results, do not include suite or floor numbers with the street address. You can enter this information after you geocode but before you save to include it as part of the address.
- When entering company locations, enter the addresses consistently. The company location list is in alpha order by country code. Then, they are listed by city, state, and location name. If you enter the state for one location but not for another, they will appear under separate headings in the locations list.
- For addresses containing the number (#) sign, change this to the word *Number* or abbreviation *No.* Google Maps does not recognize the # sign.

## Creating a New Company Location

### ▶ *To create a new company location:*

1. Click **Administration > Company > Company Admin.**
2. Click **Company Locations** (left menu). The **Locations for Company** page appears.

The screenshot shows the 'Locations for Company' interface. At the top, there is a link to '+] Add New Company Location'. Below this is a 'Filter' section with four input fields: 'Location', 'City', 'State/Province', and 'Country'. The 'Country' field is a dropdown menu currently showing '--'. A blue 'Filter' button is positioned below these fields. Below the filter section is a table with the following columns: 'Location', 'Address', 'City', 'State/Province', 'Country', and 'Geocoded'. The table contains one record: 'Main Location' with 'US' as the country and 'False' as the geocoded status. Below the table, it says '1 records found.'

Location	Address	City	State/Province	Country	Geocoded
<a href="#">Edit</a>	Main Location			US	False

- Click the **Add New Company Location** link. The **Location Detail for Company** page appears.

## Location Detail for Company: CommaSavvy

**Location \***

**Address \***      **City \***      **State/Province/Region**      **Postal Code \***  
                 

**Country \***

**Phone**      **Fax Number**      **Time zone (local time)**  
           

**Description**

**Latitude**      **Longitude**     

**Allow Delivery/Collection of rental cars at this location \***

- Complete the following fields:

Field	Description
Location	Enter a name for the location that will be relevant to the user. This name will appear when selecting locations to find a hotel.
Address, City, State, Province, Region	Enter the address for the location.
Zip/Postal Code	Enter the ZIP or postal code for more accurate geocoding.
Country	Select the appropriate country for the location.
Latitude/Longitude	Enter the latitude and longitude (with no decimal places) of the location.
Geocode	Click this button to encode the latitude and longitude for the location. If there is more than one possible result, Travel might show choices in a popup box. Select the choice that most closely matches the location you are trying to enter.

Field	Description
Allow Delivery/ Collection of rental cars at this location	<p><b>All GDSs except Worldspan</b></p> <p>Select as appropriate.</p> <p>This check box will not appear unless car delivery and collection has been enabled for at least one travel configuration (<b>Travel System Admin</b>, on the <b>Car Connectors</b> section of the travel configuration) and:</p> <ul style="list-style-type: none"> <li>• For Sixt, a valid discount number is present.</li> <li>• For vendors that are not direct connect, the vendor code must be entered in the <b>Allow delivery and collection for the following car rental chains</b> field.</li> </ul>

5. Click **Save**.

## Editing a Company Location

▶ **To edit a location:**

1. Click **Company Locations**.
2. Click the **Edit** link next to a location.
3. Edit the address for the location. (All fields are described in the section above about adding a location.)
4. Click **Save**.

## Deleting a Company Location

▶ **To delete a location:**

1. Click **Company Locations**.
2. Click the **Edit** link next to a location.
3. Click **Delete**.

