

# Concur Expense: Mileage Service

## Setup Guide for Concur Professional Edition

**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

<b>Section 1: Permissions .....</b>	<b>1</b>
<b>Section 2: Overview .....</b>	<b>1</b>
<b>Section 3: General Information .....</b>	<b>1</b>
Calculations and Amounts .....	2
How Fuel for Mileage is Calculated .....	2
Payroll Integration.....	4
<b>Section 4: What the User Sees .....</b>	<b>4</b>
Viewing Reimbursement Rates .....	4
Registering a Vehicle on the Vehicle Configuration Page .....	5
Auto-creation of Vehicles for Single-Rate Countries .....	9
Calculating Mileage using Google Maps .....	10
Workaround for Google Maps High Mileage Limitation .....	10
Approvers .....	14
<b>Section 5: Mileage Configuration Page .....</b>	<b>14</b>
Accessing the Mileage Configuration Page .....	14
<b>Section 6: Client-specific Configuration.....</b>	<b>15</b>
Product Activation .....	15
Activation for Existing Customer Entities with No Current Mileage Configuration .....	16
Using Mileage Service in Countries Not Set Up with Mileage Service .....	16
Configuring Countries with Automatic Rates – Personal Car .....	16
Configuring Countries with Automatic Rates – Company Car .....	18
Configuring Custom Rates for Countries with Automatic Rates .....	19
Updating Custom Rates for Countries with Automatic Rates .....	21
Configuring Countries without Automatic Rates – Personal Car .....	21
Configuring Countries without Automatic Rates – Company Car .....	23
Adding New Rates .....	25
Selecting and Deleting Criteria .....	26
Viewing Historic Rates for a Personal or Company Car .....	27

## Revision History

Date	Notes / Comments / Changes
January 8, 2024	Added information about recovering VAT rates in the UK.
October 12, 2022	Update with workaround for known issue in Google Maps for long mileage.
March 22, 2022	Updated for first publication.
March 19, 2021	Created new guide

# Mileage

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**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

The new Mileage Service provides clients with automatic government-directed mileage rates, enhanced regulatory support across 22 countries/regions, and increased mileage taxability support, giving them peace of mind because they know that their mileage rates are accurate and compliant.

## Section 3: General Information

This section provides requirements and general information about the Mileage Service solution.

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**! IMPORTANT:** These changes are available to new Mileage Service clients or existing customers with no mileage configuration in use only. For existing customers with no existing mileage configuration in use, this means that no vehicles have been registered to users and no mileage expenses have been added to any expense reports.

Finally, Mileage Service clients cannot implement a mixture of the original mileage offering with the new Mileage Service; they must use the new Mileage Service to reap the benefits described.

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Mileage Service provides clients with automatic best practice government mileage rates, support for mileage-expected expenses, mileage calculator integration with

Concur Request, and improved user interfaces and end-to-end user experience for mileage reimbursement.

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**! IMPORTANT:** Your company must be using the NextGen UI for Concur Expense user interface (UI). Because of the mileage calculator integration with Concur Request, your company must also use the NextGen UI for Concur Request.

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Mileage Service provides these benefits:

- Automatic best practice government mileage rates
- Latest government and company rates available to clients
  - ◆ For a client reimbursing mileage using government rates in any of the supported countries, the mileage service will keep these rates updated. This results in reduced rate administration (on the client's part) to maintain and manage the rates – no more manual updates. As a result, the latest rates are available in real time.
  - ◆ For taxability purposes, the system will record the claimed amount difference between the amount paid using the client rate versus the amount based on the government rate.
- Both Company and Personal car are available as an expected expense into Concur Request and have a link to the mileage calculator.
- Support for mileage expected expenses and mileage calculator integration with Concur Request (Concur Expense Professional edition only)
- Enhanced regulatory support
  - ◆ Support for all vehicle types and corresponding distance bands
- Simplified vehicle registration process
- Improved compliance
- Additional rates and regional rates support
- Improved user experience

## 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.

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**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.

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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 UK VAT 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

UKVAT = VAT - Potential VAT

UKVAT = ( D \* AFR ) - ( D\*AFR / 1.2 )

£4.15 = (178\*0,14) - [(178\*0,14)/1.2]

£4.15 = 24.92 - (24.92/1.2) = 24.92 - 20.76

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

UKVAT = VAT - Potential VAT

UKVAT = ( D \* AFR ) - ( D\*AFR / 1.2 )

£13.35 = (178\*0,45) - [(178\*0,45)/1.2]

£13.35 = 80.1 -(80.1/1.2) = 80.1 - 66.75

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

## Payroll Integration

The **Mileage** tab of the Taxability & Deductibility Service UI supports payroll integration with SAP ERPs



For more information, refer to the [Concur Expense: Payroll Integration for SAP ECC, SAP S/4HANA, and SAP S/4HANA Cloud Setup Guide for SAP Concur Professional Edition](#).

## Section 4: What the User Sees

When mileage reimbursement rates are set up for specific policy groups and a user assigned to one of these policy groups creates a mileage expense, the rate assigned to the policy group is automatically used to calculate the mileage expense for the user.

## Viewing Reimbursement Rates

Users can view their mileage reimbursement rates for a mileage expense directly on the Expense form.

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**NOTE:** Reimbursement rates and modes of transportation (**Criteria**) vary based on the country selected.

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## EXAMPLE (UNITED STATES)

**SAP Concur** Expense New Theme Off Help Profile

Manage Expenses

*New Expense* Cancel Save Expense Show Receipt

[Mileage Calculator](#)

Expense Type \*  Transaction Date \*  Business Purpose \*

From Location \*

To Location \*  Payment Type  Distance \*

Amount  Currency  Reimbursement Rates

Save Expense Save and Add Another Cancel

## EXAMPLE (UNITED KINGDOM)

**SAP Concur** Expense New Theme Off Help Profile

Manage Expenses

*New Expense* Cancel Save Expense Show Receipt

[Mileage Calculator](#)

Expense Type \*  Transaction Date \*  Business Purpose \*

From Location \*

To Location \*  Payment Type  Receipt Status \*  Vehicle ID \*

Distance to Date  Distance \*  Number of Passengers

Amount  Currency

Reimbursement Rates [View all reimbursement rates](#)

Save Expense Save and Add Another Cancel

## Registering a Vehicle on the Vehicle Configuration Page

A user must register a vehicle on their Employee Profile via the **Vehicle Configuration** page.

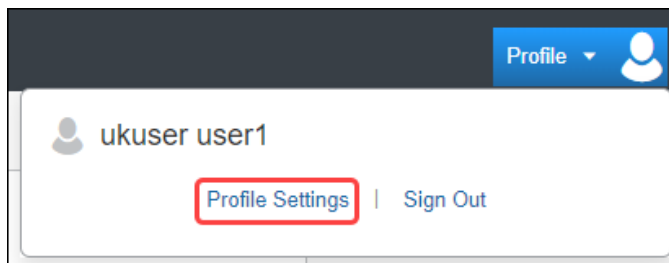
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**NOTE:** The system supports the auto-creation of vehicles for the following Single, Fixed Rate Automatic Mileage Countries: United States, Netherlands; Portugal, South Africa, Spain, Sweden, and Switzerland.

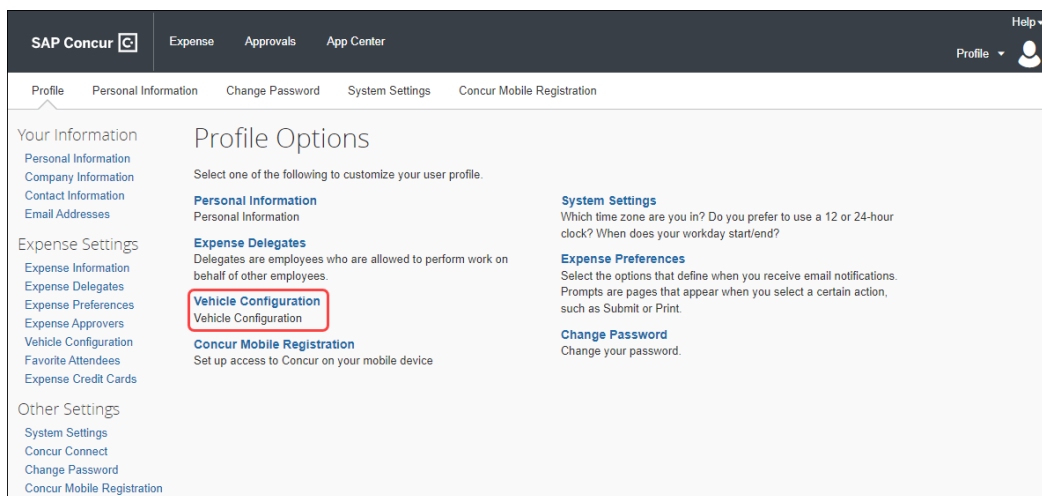
---

► **To register a vehicle on the Vehicle Configuration Page:**

3. Click **Profile** and then click **Profile Settings**.



4. On the **Profile Options** page, click **Vehicle Configuration**.

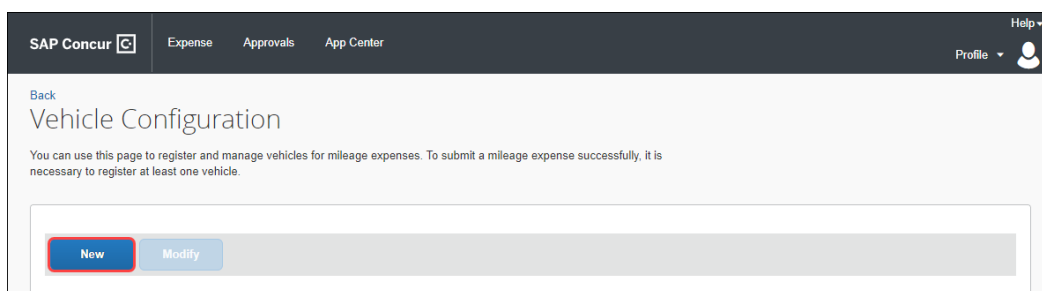


5. On the **Vehicle Configuration** page, click **New** to create a new vehicle configuration.

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! **IMPORTANT!** You must register at *least* one vehicle to submit a mileage expense.

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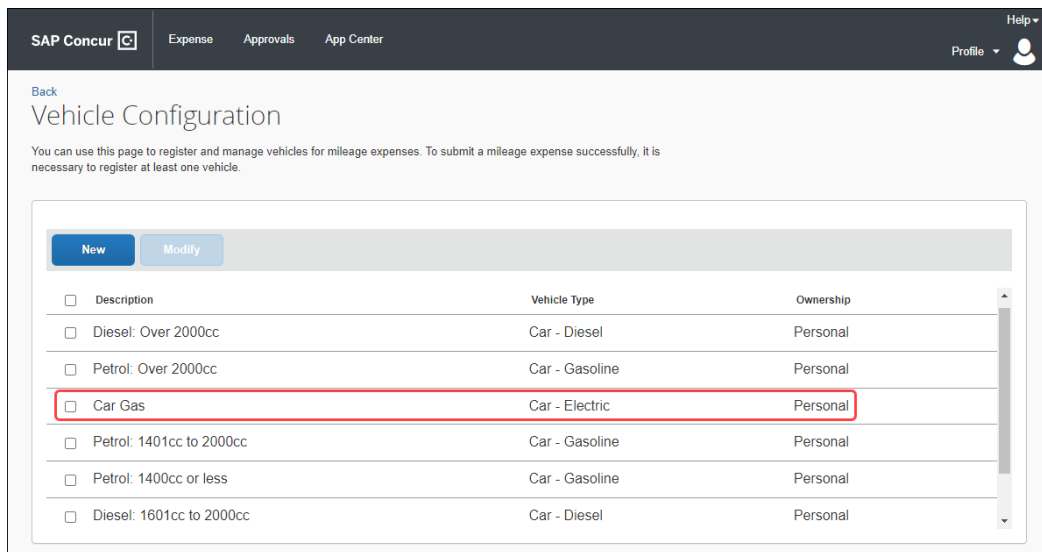
6. Fill in the required fields.

**NOTE:** The fields that display depend on the option selected. For example, in the **Ownership** drop-down menu, you can select **Personal** or **Company** (for car ownership). If you select **Personal**, more fields and options are available, as shown in the following example.

The screenshot shows the SAP Concur 'Vehicle Configuration' page. The header includes the SAP Concur logo and navigation links for Expense, Approvals, and App Center. A user profile icon is in the top right. The main content area has a 'Back' link and the title 'Vehicle Configuration'. Below the title is a note: 'You can use this page to register and manage vehicles for mileage expenses. To submit a mileage expense successfully, it is necessary to register at least one vehicle.' The form contains several fields: 'Description' (text input with 'Car Gas'), 'Ownership' (dropdown menu with 'Personal' selected), 'Vehicle Type' (dropdown menu with 'Car - Electric' selected), 'Accumulate Distance By' (text input with 'Vehicle Type'), 'Period' (text input with 'Annually'), 'Start Date' (text input with '2021-04-06'), and 'Distance to date: 0 MILE'. At the bottom, there is an 'Is Preferred' checkbox (unchecked) and 'Save' and 'Cancel' buttons.

7. **OPTIONAL:** Select **Is Preferred**, if the vehicle you are configuring is your preferred vehicle you will use to submit for mileage expenses. While you can have multiple vehicles associated with your Employee Profile, selecting this option allows you to associate a specific vehicle for mileage expenses without having to always select that same vehicle when creating an expense report.

8. Click **Save**. The vehicle is added to the **Vehicle Configuration** page. You can now use it for mileage expenses.



**SAP Concur** Expense Approvals App Center Help Profile

[Back](#)

## Vehicle Configuration

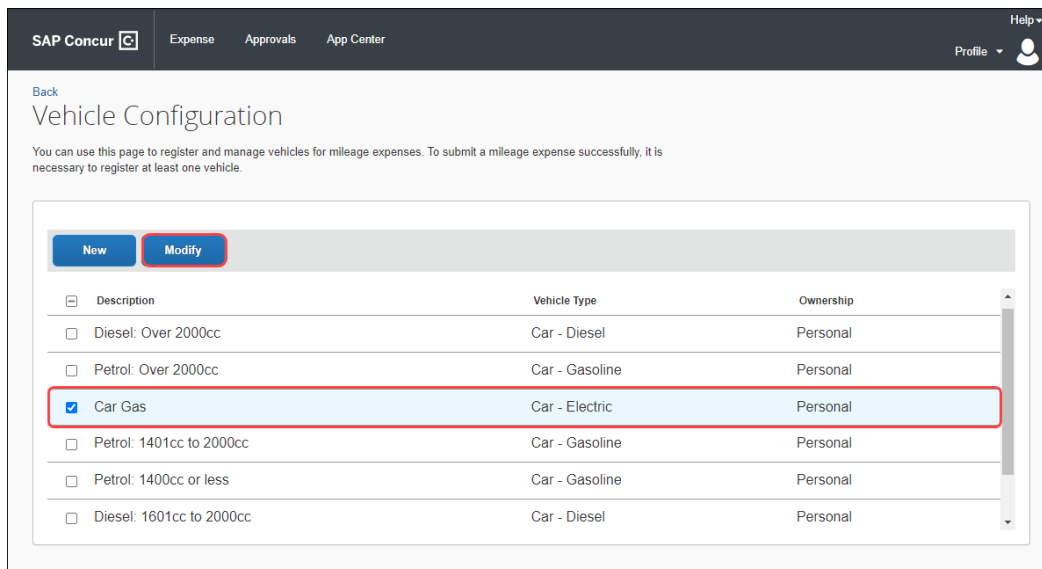
You can use this page to register and manage vehicles for mileage expenses. To submit a mileage expense successfully, it is necessary to register at least one vehicle.

[New](#) [Modify](#)

Description	Vehicle Type	Ownership
<input type="checkbox"/> Diesel: Over 2000cc	Car - Diesel	Personal
<input type="checkbox"/> Petrol: Over 2000cc	Car - Gasoline	Personal
<input type="checkbox"/> Car Gas	Car - Electric	Personal
<input type="checkbox"/> Petrol: 1401cc to 2000cc	Car - Gasoline	Personal
<input type="checkbox"/> Petrol: 1400cc or less	Car - Gasoline	Personal
<input type="checkbox"/> Diesel: 1601cc to 2000cc	Car - Diesel	Personal

► **To modify a registered vehicle on the Employee Profile Page:**

1. Click **Profile** and then click **Profile Settings**.
2. On the **Profile Options** page, click **Vehicle Configuration**.
3. Select the checkbox in the corresponding of the vehicle whose information you want to change and then click **Modify**.



**SAP Concur** Expense Approvals App Center Help Profile

[Back](#)

## Vehicle Configuration

You can use this page to register and manage vehicles for mileage expenses. To submit a mileage expense successfully, it is necessary to register at least one vehicle.

[New](#) [Modify](#)

Description	Vehicle Type	Ownership
<input type="checkbox"/> Diesel: Over 2000cc	Car - Diesel	Personal
<input type="checkbox"/> Petrol: Over 2000cc	Car - Gasoline	Personal
<input checked="" type="checkbox"/> Car Gas	Car - Electric	Personal
<input type="checkbox"/> Petrol: 1401cc to 2000cc	Car - Gasoline	Personal
<input type="checkbox"/> Petrol: 1400cc or less	Car - Gasoline	Personal
<input type="checkbox"/> Diesel: 1601cc to 2000cc	Car - Diesel	Personal

4. Make the necessary changes and click **Save**.

---

**NOTE:** The fields and options you can modify are limited; in this example, you can modify the **Description** field and deselect the **Is Preferred** option.

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The screenshot shows the SAP Concur 'Vehicle Configuration' page. The header includes 'SAP Concur', 'Expense', 'Approvals', 'App Center', and a 'Help' link. The main content area has a 'Back' link and the title 'Vehicle Configuration'. Below the title is a note: 'You can use this page to register and manage vehicles for mileage expenses. To submit a mileage expense successfully, it is necessary to register at least one vehicle.' The form contains several fields: 'Description' (text input, highlighted with a red box, containing 'Car Gas'), 'Ownership' (dropdown menu, set to 'Personal'), 'Vehicle Type' (dropdown menu, set to 'Car - Electric'), 'Accumulate Distance By' (dropdown menu, set to 'Vehicle Type'), 'Period' (dropdown menu, set to 'Annually'), 'Start Date' (text input, set to '2021-04-06'), and 'Distance to date: 0 MILE'. At the bottom, there is a checkbox labeled 'Is Preferred' which is checked and highlighted with a red box, and a 'Save' button which is also highlighted with a red box. A 'Cancel' button is located next to the 'Save' button.

### ***Auto-creation of Vehicles for Single-Rate Countries***

The Mileage Service supports the auto-creation of vehicles for automatic rate countries with a single fixed rate. These countries include:

- United States
- Netherlands
- Slovakia (Professional only)
- South Africa (Professional only)
- Spain
- Sweden
- Switzerland

The Mileage Service requires at *least* one vehicle configuration for every user. When a Concur Expense user is assigned to one of the above countries and they first

attempt to create a Personal Mileage expense, the system will automatically create a default vehicle in their profile on the **Vehicle Configuration** page.

Vehicle Configuration

You can use this page to register and manage vehicles for mileage expenses. To submit a mileage expense successfully, it is necessary to register at least one vehicle.

**New** **Modify**

<input type="checkbox"/> Description	Ownership
<input type="checkbox"/> Default vehicle	Personal

This car will be the default vehicle selected when the user creates a Mileage expense entry. Additional vehicles can be created for a user after their first log in.

## 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

### ***Workaround for Google Maps High Mileage Limitation***

Google Maps has a limitation in calculating mileage of 5,000 miles or more and will return the error message *Sorry, we could not calculate driving directions from <location>* in this situation. To prevent this behavior, include waypoints into the overall trip to reduce point to point calculations to manageable segments for Google Maps to calculate.

## Section 4: What the User Sees

**New Expense**

Cancel **Save Expense**

Show Receipt

**Details**

**Mileage Calculator** | **Allocate**

**Expense Type \***  
Company Car Mileage

**Transaction Date \***  
MM/DD/YYYY

**Business Purpose**

**From Location \***  
To Location \*

**Payment Type**  
Cash

**Company** <sup>1</sup>  
(001) SAP Concur

**Department** <sup>2</sup>  
(1002) Research & Develo

**Cost Center** <sup>3</sup>  
(CC2) Cost Center 2

**Project**

**Campaign**  
None Selected

**Branch**

**Client Market**  
None Selected

**Billable**  
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

**Currency**  
US, Dollar

**Reimbursement Rates:**

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

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

**Mileage Calculator**

☐ Avoid Tolls ☐ Avoid Highways

**Waypoints**

1  
2

**Calculate Route**

**Map**

**TOTAL PERSONAL**  
0.0 MI

**TOTAL BUSINESS**  
0.0 MI

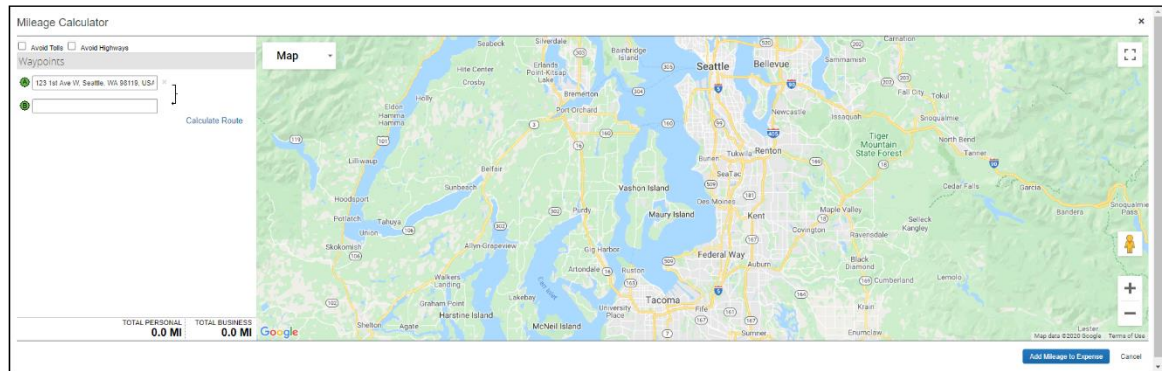
Google

Map data ©2023 Google

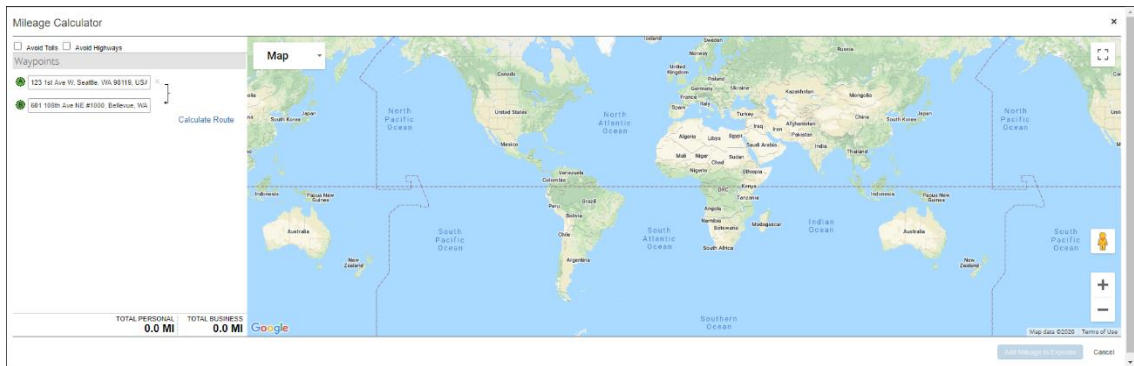
Cancel

## Section 4: What the User Sees

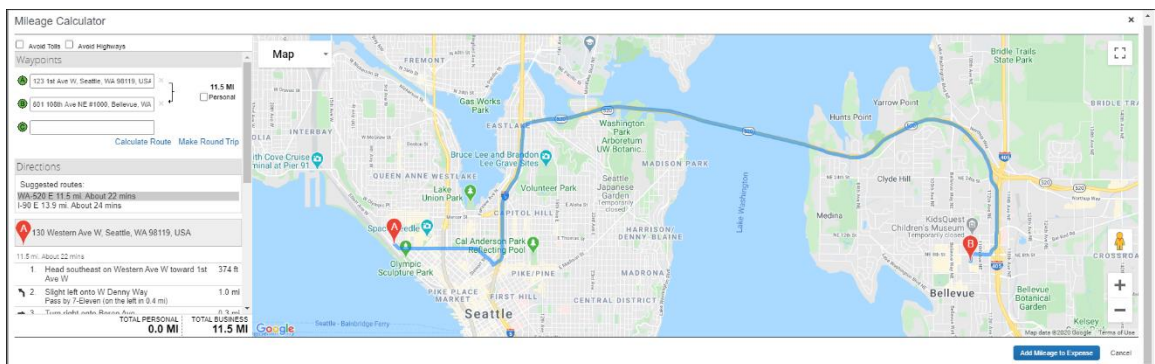
If the user has a Home Address configured, the first waypoint will default to that address:



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



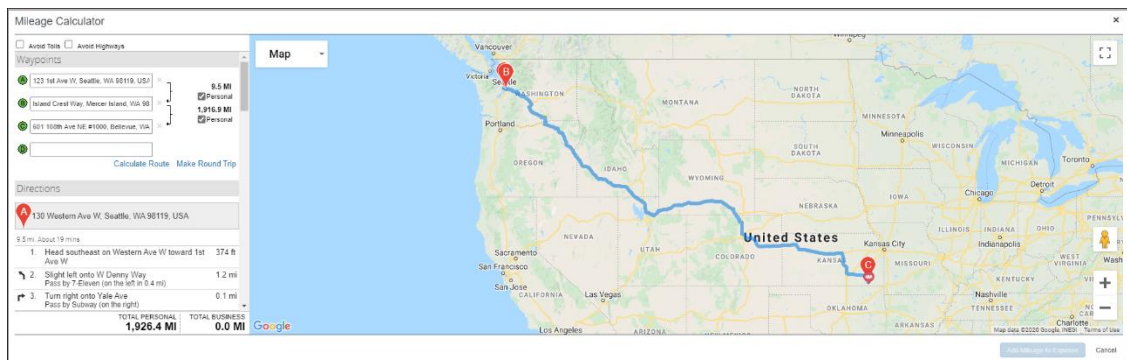
Once the user has entered two waypoints, the mileage is calculated at the bottom of the screen:



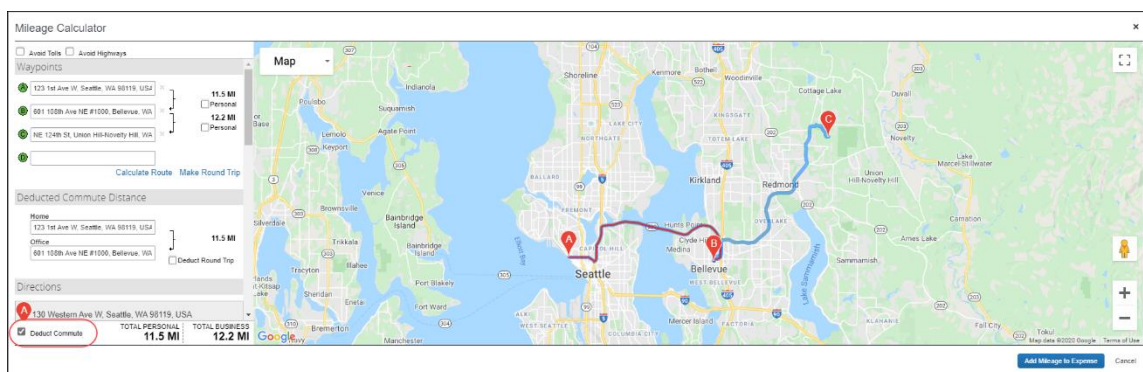


## Section 4: What the User Sees

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

Show Receipt

Mileage Calculator Allocate

Expense Type \* Transaction Date \* City \*

Company Car Mileage 06/09/2020 Seattle, Washington

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

Sales Conference 123 1st Ave W, Seattle, WA 98119 NE 124th St, Union Hill-Novelty Hi Cash

Receipt Status \*

No Receipt

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

Company Car 25 24

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

12 12 24 1

Amount Currency Reimbursement Rates:

0.00 US, Dollar 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.

## Section 5: Mileage Configuration Page

### Accessing the Mileage Configuration Page

#### ► To access the Mileage Configuration page:

1. Log in as Concur Admin (a user with the unrestricted Expense Configuration Administrator role).

2. Click **Administration > Expense > Expense Admin > Mileage Configuration**.

**NOTE:** The **Mileage Configuration** page displays the latest statutory rates (updated by SAP Concur) as often as governments make new rates available. As a result, clients do not have to manually change the mileage rates when their respective government updates its rates.

Countries previously added by an Administrator will also appear here (and be displayed via the **Country/Region** drop-down menu).

Back

### Mileage Configuration

Country/Region: United States Add Country

Automatic Rates Custom Rates Mileage rates for this country/region will not update automatically when a new rate is published.

Personal Car Company Car

☐ Show Historic Rates Save

New Remove

Effective Date	Rate
<input type="checkbox"/> 01/01/2022	0.585

## Section 6: Client-specific Configuration

This section describes the UI pages and fields that can be configured based on individual client needs.

### Product Activation

The Mileage Service was activated by default for all net new Professional Edition entities created from March 8, 2022. By default, the new Mileage Configuration link is available to the Full Expense Configuration Administrator role.

No additional activation is required.

### ***Activation for Existing Customer Entities with No Current Mileage Configuration***

Requests to have the Mileage Service activated for existing customer entities is restricted only to those with no existing mileage configuration in use – this means no vehicles have been registered to users and no mileage expenses have been added to any expense reports.

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**! WARNING!** DO NOT activate the Mileage Service on any existing customer entity with Active Mileage Configurations already in use (vehicles have been registered to users and/or mileage expenses have been added to any expense reports).

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### ***Using Mileage Service in Countries Not Set Up with Mileage Service***

Users who belong to countries that are not set up within the Mileage Service will not see either **Personal Car Mileage** or **Company Car Mileage** expense types when claiming their expense(s).

## **Configuring Countries with Automatic Rates – Personal Car**

### **▶ To configure countries with automatic rates for a personal car:**

1. Click **Administration > Expense > Expense Admin > Mileage Configuration**.

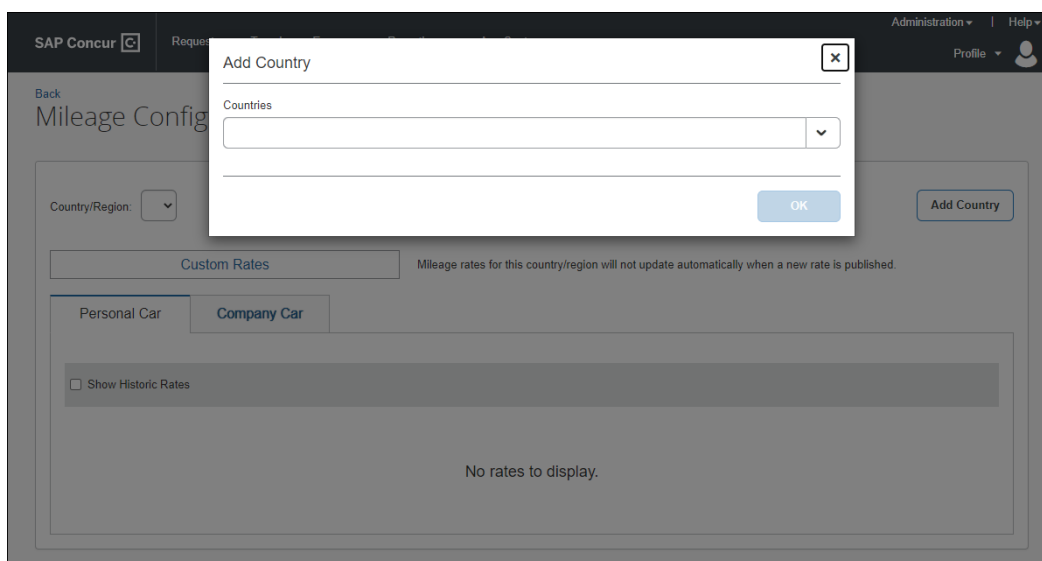
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**! IMPORTANT!** By default, no rates will be displayed the first time you access the **Mileage Configuration** page.

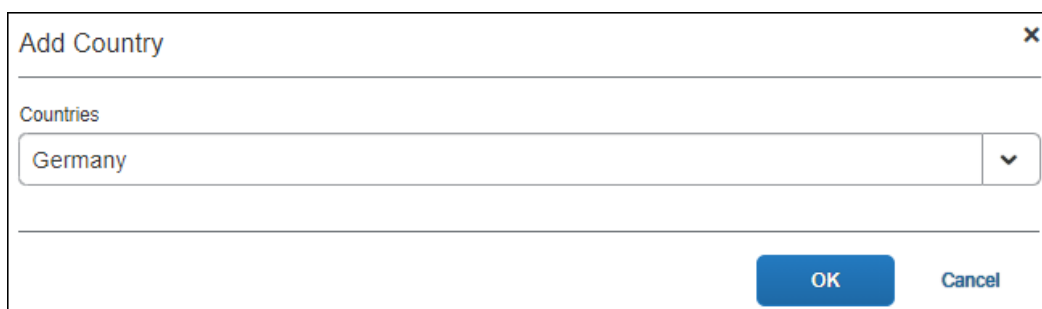
When you log in the first time, you will be prompted to add a country. The client only displays countries added by an admin.

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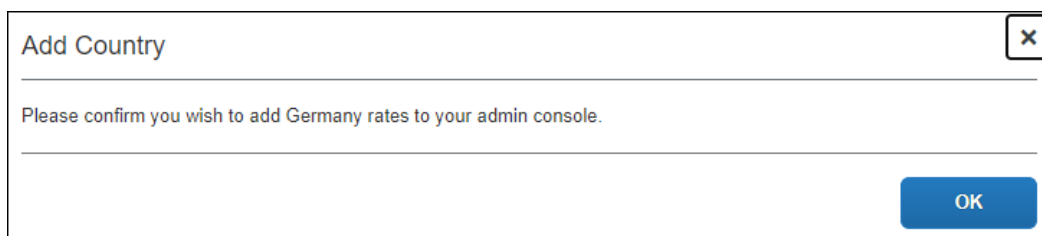
The **Add Country** window displays.



2. From the **Countries** drop-down list, select the country you want to add and click **OK**.



3. When the confirmation dialog box displays, click **OK**. The dialog box will display your selected country (for example, Germany, as shown).



The **Mileage Configuration** page displays with your selected country/region, which includes the automatic rates for the selected country/region.

When selecting a country with **Automatic Rates**, you will see tabs for both **Automatic Rates** and for **Custom Rates**. The **Automatic Rates** tab will be highlighted in blue, and beneath this will be a read-only view of the Automatic

Rates. Additionally, you will see tabs for both **Personal** and **Company** cars – by default, the **Personal Car** tab is selected.

The screenshot shows the configuration interface for Germany. The 'Country/Region' dropdown is set to 'Germany'. The 'Automatic Rates' tab is selected, and the 'Personal Car' tab is active. A table displays the following data:

Effective Date	Criteria	Rate
01/01/2014	Motorbike	0.2
01/01/2014	Car	0.3
01/01/2014	Moped	0.2
01/01/2014	Cycle	0

4. OPTIONAL: Add more countries by clicking **Add Country** and repeating the previous steps to add additional countries/regions to your client configuration.

The screenshot shows the configuration interface for Germany. The 'Country/Region' dropdown is set to 'Germany'. The 'Automatic Rates' tab is selected, and the 'Company Car' tab is active. A table displays the following data:

Effective Date	Criteria	Rate
01/01/2014	Motorbike	0.2

## Configuring Countries with Automatic Rates – Company Car

### ► To configure countries with automatic rates for a company car:

1. Click **Add Country**.
2. From the **Countries** drop-down list, select the country you want to add and click **OK**.

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**NOTE:** Currently, only two countries have automatic rates for a company car: United Kingdom and Sweden.

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3. When the confirmation dialog box displays, click **OK**. The dialog box will display your selected country (for example, United Kingdom).
4. When asked to confirm, click **OK**.

When selecting a country with **Automatic Rates**, you will see tabs for both **Automatic Rates** and for **Custom Rates**. The **Automatic Rates** tab will be highlighted in blue, and beneath this will be a read-only view of the **Automatic Rates**. Additionally, you will see tabs for **Personal** and **Company** cars - click the **Company Car** tab.

Country/Region: United Kingdom Add Country

Automatic Rates Custom Rates Mileage rates for this country/region will not update automatically when a new rate is published.

Personal Car Company Car

☐ Show Historic Rates Save

New Remove

	Effective Date	Criteria	Rate	Personal Rate
<input type="checkbox"/>	12/01/2021	Car - LPG - Up to 1400cc	0.09	0
<input type="checkbox"/>	12/01/2021	Car - Diesel - 1601-2000cc	0.13	0
<input type="checkbox"/>	12/01/2021	Car - Diesel - Over 2000cc	0.16	0
<input type="checkbox"/>	12/01/2021	Car - Gasoline - Over 2000cc	0.22	0

**! IMPORTANT!** Currently, the ability to use **Automatic** or **Custom Rates** is defined by **Country**. This means, if **Custom Rates** are activated for **Personal** and **Company Car**, **Automatic Rates** will be deactivated for **BOTH Personal** and **Company Car**.

Once **Custom Rates** are activated these will default to use the same Effective Dates, Criteria, and Rates from the Automatic Rates.

The Administrator has access to the following options:

- Edit Existing Rates
- Select and Remove Criteria
- Add New Rates

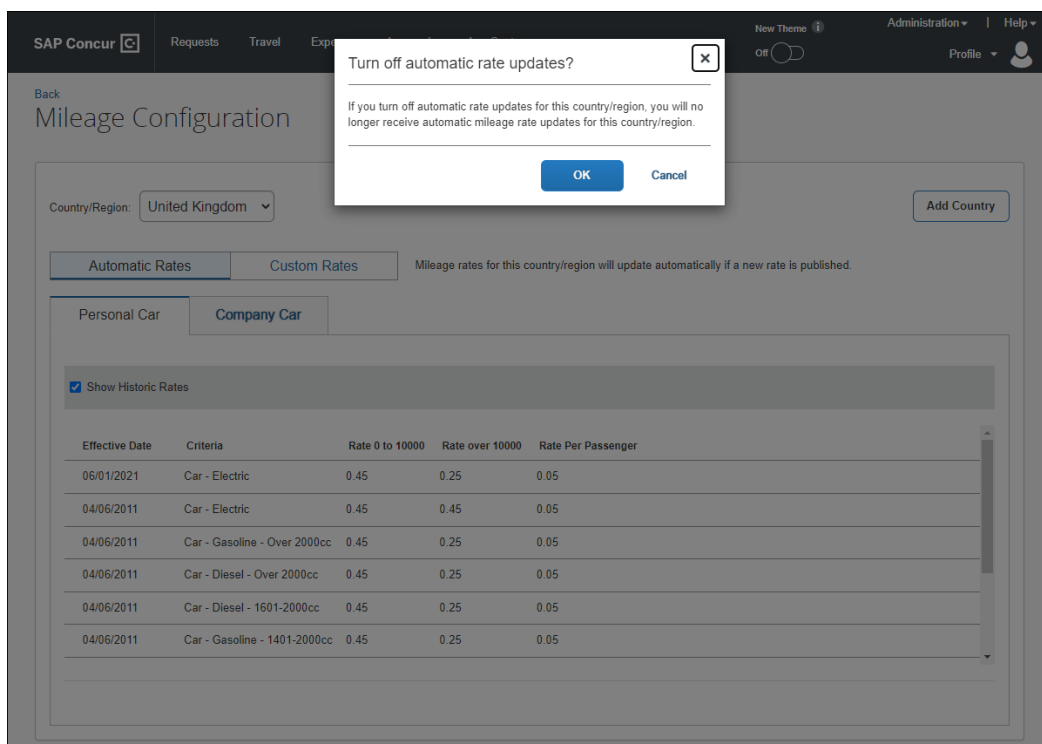
## Configuring Custom Rates for Countries with Automatic Rates

► **To configure custom rates for countries with automatic rates:**

1. Select a country from the list.
2. Click the **Custom Rates** tab.

A window appears, asking if you want to turn off automatic rate updates.

**! IMPORTANT!** Currently, the ability to use **Automatic** or **Custom Rates** is defined by **Country**. This means, if **Custom Rates** are activated for **Personal** and **Company Car**, **Automatic Rates** will be deactivated for **BOTH Personal** and **Company Car**.



3. Click **OK**.

Once **Custom Rates** are activated, they will default to use the same **Effective Dates**, **Criteria**, and **Rates** from the **Automatic Rates**.



## Updating Custom Rates for Countries with Automatic Rates

► **To update custom rates for countries with automatic rates:**

1. On the **Custom Rates** tab, update the existing rates by changing the **Rate** for any of the existing **Criteria** and **Effective Dates** by typing the new rate value in the corresponding **Criteria** row(s).

Back  
Mileage Configuration

Country/Region: United Kingdom Add Country

Automatic Rates **Custom Rates** Mileage rates for this country/region will not update automatically when a new rate is published.

Personal Car **Company Car**

☐ Show Historic Rates Save

New Remove

Effective Date	Criteria	Rate 0 to 10000	Rate over 10000	Rate Per Passenger
<input type="checkbox"/> 06/01/2021	Car - Electric	0.45	0.25	0.05
<input type="checkbox"/> 04/06/2011	Car - Gasoline - Over 2000cc	0.45	0.25	0.05
<input type="checkbox"/> 04/06/2011	Car - Diesel - Over 2000cc	0.45	0.25	0.05
<input type="checkbox"/> 04/06/2011	Car - Diesel - 1601-2000cc	0.45	0.25	0.05

2. Click **Save**.

## Configuring Countries **without** Automatic Rates – Personal Car

► **To configure a country **without** automatic rates for a personal car:**

1. Click **Administration > Expense > Expense Admin > Mileage Configuration**.

---

**NOTE: IMPORTANT!** By default, no rates will be displayed the first time you access the **Mileage Configuration** page.

---

2. Click **Add Country**.

The screenshot shows a web interface for adding a country. At the top, there is a 'Country/Region:' dropdown menu and a red-bordered 'Add Country' button. Below this is a 'Custom Rates' section with a note: 'Mileage rates for this country/region will not update automatically when a new rate is published.' Underneath are two tabs: 'Personal Car' and 'Company Car'. A 'Show Historic Rates' checkbox is present, followed by a 'Save' button. Below the checkbox are 'New' and 'Remove' buttons. The main area displays 'No rates to display.'

3. From the **Countries** drop-down list, select the country you want to add and click **OK**.

The screenshot shows a dialog box titled 'Add Country' with a close button (X) in the top right corner. Inside, there is a 'Countries' label above a dropdown menu that currently shows 'Slovenia'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

4. When the confirmation dialog box displays, click **OK**.

This screenshot is identical to the previous one, showing the 'Add Country' dialog box with 'Slovenia' selected in the 'Countries' dropdown and 'OK' and 'Cancel' buttons at the bottom.

---

! **IMPORTANT!** Countries without **Automatic Rates** require manual configuration of mileage rates.

! **IMPORTANT!** Currently, there is no ability to add Custom Vehicle Criteria for Personal Car rates. Only the Criteria listed can be used.

If Custom Vehicle Criteria are required for Company Car Mileage, the only method of supporting this is via Classic Car Configuration functionality, which would require deactivating on the entity. This means the Mileage Service would not be available to any countries, as the service cannot be activated together with Classic Car Configuration functionality.

---

## Configuring Countries **without** Automatic Rates – Company Car

United Kingdom and Sweden are the only countries with SAP Concur-managed Automatic Rates for Company Car. Company Car in all other countries will require Custom Rates to be configured.

There are three scenarios where Custom Rates could be required for Company Car:

- Customer requires custom rates for Company Car in a country with Automatic Rates for Company Car - United Kingdom or Sweden only.
- Customer requires custom rates for Company Car in a country with Automatic Rates for Personal Car (other than United Kingdom or Sweden). See Configuration Steps below
- Customer requires custom rates for Company Car in country that does not have Automatic Rates for either Personal or Company Car.

▶ ***To configure countries without automatic rates for a company car:***

1. Select the country from the Country/Region drop-down list.
2. Click the Custom Rates tab to add or edit your rates.

---

! **IMPORTANT!** Currently, the ability to use **Automatic** or **Custom Rates** is defined by Country. This means, if **Custom Rates** are activated for **Personal** and **Company Car**, **Automatic Rates** will be deactivated for **BOTH Personal** and **Company Car**.

---

## EXAMPLE (UNITED STATES)

The screenshot shows the SAP Concur Mileage Configuration interface. At the top, there's a navigation bar with 'SAP Concur' and various menu items like 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The main heading is 'Mileage Configuration'. Below this, there's a 'Country/Region' dropdown menu set to 'United States'. To the right of this is an 'Add Country' button. Below the dropdown, there are two tabs: 'Automatic Rates' and 'Custom Rates'. The 'Custom Rates' tab is selected, and a note states: 'Mileage rates for this country/region will not update automatically when a new rate is published.' Under the 'Custom Rates' tab, there are two sub-tabs: 'Personal Car' and 'Company Car'. The 'Company Car' sub-tab is selected. Below the sub-tabs, there's a 'Show Historic Rates' checkbox which is unchecked, and a 'Save' button. Below this, there are 'New' and 'Remove' buttons. At the bottom, there's a table with three columns: 'Effective Date', 'Rate', and 'Personal Rate'. The first row shows a date of '01/01/2020', a rate of '0', and a personal rate of '0'.

Once **Custom Rates** are activated, they will default to a single fixed rate configuration, with the ability to define the following:

- Effective Date
- Rate (for business distances)
- Personal Rate (for personal distances)

---

**! IMPORTANT!** Currently, there is no ability to add Custom Vehicle Criteria for Company Car rates.

If Custom Vehicle Criteria are required for Company Car Mileage, the only method of supporting this is via Classic Car Configuration functionality, which would require deactivating on the entity. This means the Mileage Service would not be available to any countries, as the service cannot be activated together with Classic Car Configuration functionality.

---

The Administrator has access to the following options:

- Edit Existing Rates
- Select and Remove Rates
- Add New Rates

## Adding New Rates

### ► To add new rates:

1. Click **New**. A new record appears at the top of the list of rates.
2. Provide the following information:
  - ◆ **Effective Date:** Click the calendar icon and select the effective date from which the rate should apply.
  - ◆ **Criteria:** Select from the criteria available for this country (based on the criteria used for **Automatic Rates**).
  - ◆ **Rate:** Provide the rate.

**NOTE:** The currency for the rate is predefined and based on the rate currency belonging to the country selected. For example, for Germany, the system automatically applies Euro (EUR) as the currency.

The screenshot displays the 'Mileage Configuration' page for the 'United Kingdom'. It features a 'New Rates' section with a table for defining mileage rates. The table has the following columns: Effective Date, Criteria, Rate 0 to 10000, Rate over 10000, and Rate Per Passenger. A 'New' button is located at the top left of the table. The 'Criteria' dropdown menu is open, showing a list of vehicle types and engine sizes. The first row in the table has the following values: Effective Date: 03/20/2022, Criteria: Car - Electric, Rate 0 to 10000: 0.55, Rate over 10000: 0.35, and Rate Per Passenger: 0.35. A 'Save' button is located at the top right of the table area.

Effective Date	Criteria	Rate 0 to 10000	Rate over 10000	Rate Per Passenger
03/20/2022	Car - Electric	0.55	0.35	0.35
06/01/2021	Car - Gasoline - Over 2000cc	0.45	0.25	0.05
04/06/2011	Car - Diesel - 1601-2000cc	0.45	0.25	0.05
04/06/2011	Car - Gasoline - 1401-2000cc	0.45	0.25	0.05
04/06/2011	Car - Diesel - Up to 1600cc	0.45	0.25	0.05
04/06/2011	Car - Electric	0.45	0.25	0.05
04/06/2011	Motorbike	0.45	0.25	0.05
04/06/2011	Car - Gasoline - Up to 1400cc	0.45	0.25	0.05
04/06/2011	Cycle	0.45	0.25	0.05

3. Click **Save**.

## Selecting and Deleting Criteria

### ► **To remove criteria:**

1. Select the **Criteria** row you want to delete.

---

**!** **WARNING!** SAP Concur automatically deletes the custom rate without any warning notice/window.

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2. Click **Remove**.

Mileage rates for this country/region will not update automatically when a new rate is published.

Personal Car Company Car

☐ Show Historic Rates Save

New Remove

Effective Date	Criteria	Rate 0 to 10000	Rate over 10000	Rate Per Passenger
<input checked="" type="checkbox"/> 03/17/2022	Car - Electric	0.45	0.25	0.05
<input type="checkbox"/> 04/06/2011	Car - Gasoline - Over 2000cc	0.45	0.25	0.05
<input type="checkbox"/> 04/06/2011	Car - Diesel - Over 2000cc	0.45	0.25	0.05
<input type="checkbox"/> 04/06/2011	Car - Diesel - 1601-2000cc	0.45	0.25	0.05

---

**NOTE:** You can only remove criteria one row at a time; you cannot multiselect rows of **Criteria** to delete.

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## Viewing Historic Rates for a Personal or Company Car

► **To view historic rates for a personal or company car:**

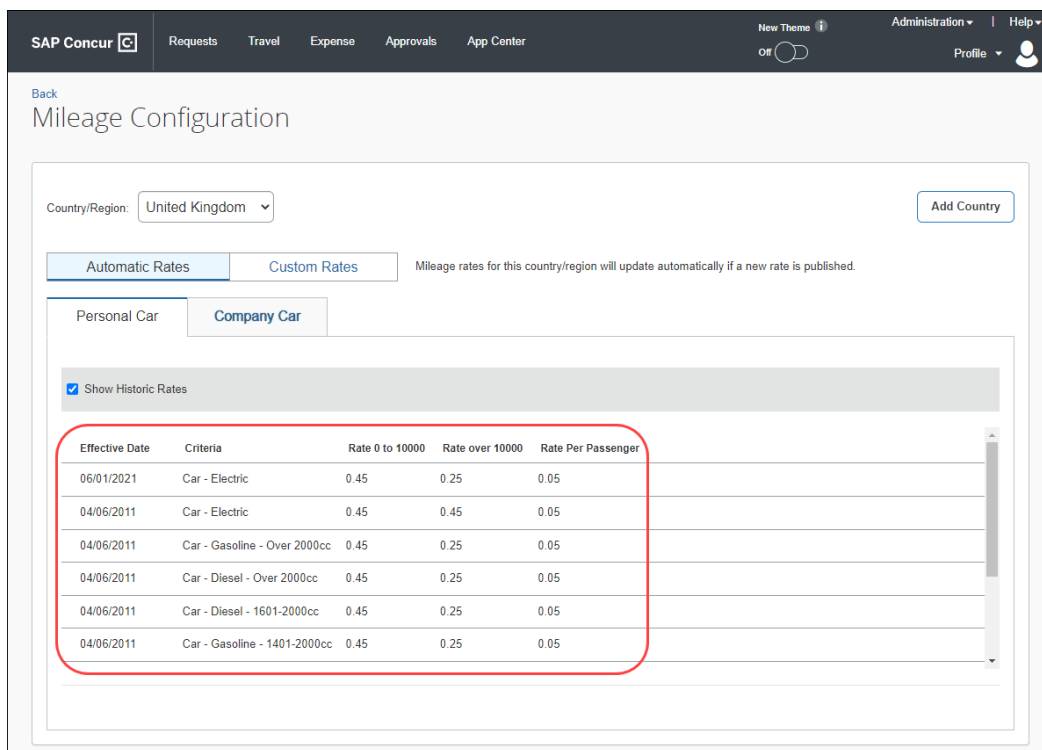
1. Select **Show Historic Rates** to display the history of reimbursement rates for a personal or company car on their respective tab.

**NOTE:** The **Show Historic Rates** option is available on both the **Automatic Rates** and **Custom Rates** tabs for both **Personal Car** and **Company Car**.

The screenshot shows the SAP Concur 'Mileage Configuration' page. The 'Country/Region' is set to 'United Kingdom'. The 'Automatic Rates' tab is selected. Under the 'Company Car' sub-tab, the 'Show Historic Rates' checkbox is checked and highlighted with a red box. Below this, a table displays mileage rates for various car types and effective dates.

Effective Date	Criteria	Rate 0 to 10000	Rate over 10000	Rate Per Passenger
06/01/2021	Car - Electric	0.45	0.25	0.05
04/06/2011	Car - Gasoline - Over 2000cc	0.45	0.25	0.05
04/06/2011	Car - Diesel - Over 2000cc	0.45	0.25	0.05
04/06/2011	Car - Diesel - 1601-2000cc	0.45	0.25	0.05
04/06/2011	Car - Gasoline - 1401-2000cc	0.45	0.25	0.05
04/06/2011	Car - Diesel - Up to 1600cc	0.45	0.25	0.05

The list displays the reimbursement rates in descending chronological order (newest to oldest), with the most recent effective date, criteria, and latest rate(s) at the top of the list.



Country/Region: United Kingdom Add Country

Automatic Rates Custom Rates Mileage rates for this country/region will update automatically if a new rate is published.

Personal Car Company Car

☒ Show Historic Rates

Effective Date	Criteria	Rate 0 to 10000	Rate over 10000	Rate Per Passenger
06/01/2021	Car - Electric	0.45	0.25	0.05
04/06/2011	Car - Electric	0.45	0.45	0.05
04/06/2011	Car - Gasoline - Over 2000cc	0.45	0.25	0.05
04/06/2011	Car - Diesel - Over 2000cc	0.45	0.25	0.05
04/06/2011	Car - Diesel - 1601-2000cc	0.45	0.25	0.05
04/06/2011	Car - Gasoline - 1401-2000cc	0.45	0.25	0.05

- De-select **Show Historic Rates** to hide the historic rates table and go back to the applicable tab you are viewing (for example, the **Personal Car** tab on the **Automatic Rates** tab or the **Company Car** tab on the **Custom Rates** tab).

