

Commuter mileage:

When you add “Personal car mileage” you will be brought to the page below. There is a way to adjust for commuter mileage if you use the “Mileage Calculator” in the top left of the page under Details.

The screenshot shows the 'New Expense' form with the 'Details' tab selected. The 'Mileage Calculator' section is active, showing the following fields:

- Expense Type*: Personal Car Mileage
- Transaction Date*: 08/08/2022
- Trip Type*: 1. In-State (No Overnight S...)
- Trip Purpose*: Training
- Traveler Type*: Staff
- From Location*: Washington, DC
- To Location*: Baltimore, MD
- Payment Type: *Paid by Employee
- Miles in Lieu of*: None Selected
- Comment: (empty text area)

At the bottom of the form, the following summary information is displayed:

- Distance*: 0
- Amount: 0.00
- Currency: US, Dollar
- Reimbursement Rates: USD 0.625 per mile

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

At the bottom of the Mileage Calculator page, you'll see a “Deduct Commute” button.

The screenshot shows the 'Mileage Calculator' interface with the following details:

- Waypoints:** Washington, DC, USA and Baltimore, MD, USA. Total distance: 38.4 MI. A 'Personal' checkbox is present.
- Directions:** Suggested routes include Baltimore-Washington Pkwy and MD-295 N (38.5 mi, 1 hour 4 mins) and I-95 N (44.1 mi, 1 hour 4 mins).
- Start Location:** Georgia Ave Petworth Station, District of Freedom#8573311~#, Washington, DC 20036, USA. Distance to first waypoint: 38.5 mi, About 1 hour 4 mins.
- Instructions:**
 - Head southeast on Scott Cir NW toward Rhode Island Ave NW (190 ft)
 - Exit the traffic circle onto Massachusetts Ave NW (0.7 mi)
- Summary:** TOTAL PERSONAL: 0.0 MI, TOTAL BUSINESS: 38.4 MI. A 'Deduct Commute' checkbox is visible.

The interface includes a map showing the route between Washington, DC and Baltimore, MD, and a 'Map' button.

When you select this button, new fields appear to let the traveler enter in their normal commute. The system will auto calculate what mileage the traveler is eligible for based on the locations input.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- Washington, DC, USA
- Baltimore, MD, USA

38.4 MI
 Personal

Calculate Route Make Round Trip

Deducted Commute Distance

Home:

Office:

15.7 MI
 Deduct Round Trip

Directions

Suggested routes:
Baltimore-Washington Pkwy and MD-295 N 38.5 mi. About 1 hour 4 mins
I-95 N 44.1 mi. About 1 hour 4 mins

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
15.7 MI	22.7 MI

The form will take the “total business” mileage and carry it to the Expense section.

New Expense

Cancel Save Expense

Details Itemizations Show Receipt

Mileage Calculator Attendees (0)

Expense Type* Personal Car Mileage

Transaction Date* 08/08/2022

Trip Type* 1. In-State (No Overnight S...)

Trip Purpose* Training

Traveler Type* Staff

From Location* Washington, DC, USA

To Location* Baltimore, MD, USA

Payment Type *Paid by Employee

Miles in Lieu of* None Selected

Comment

Distance* 23

Amount 14.38

Currency US, Dollar

Reimbursement Rates USD 0.625 per mile

Save Expense Save and Add Another Cancel

Unfortunately, the only way to check whether a traveler has deducted commuter mileage through Concur is for the approver to also open the expense and select “Mileage Calculator”.

The travel office is exploring ways to alert the approver that commuter mileage has been deducted without opening the mileage expense. In the meantime, please encourage travelers to use the Mileage Calculator rather than manually entering in mileage.