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.

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

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

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

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 deduced without opening the mileage expense. In the meantime, please encourage travelers to use the Mileage Calculator rather than manually entering in mileage.