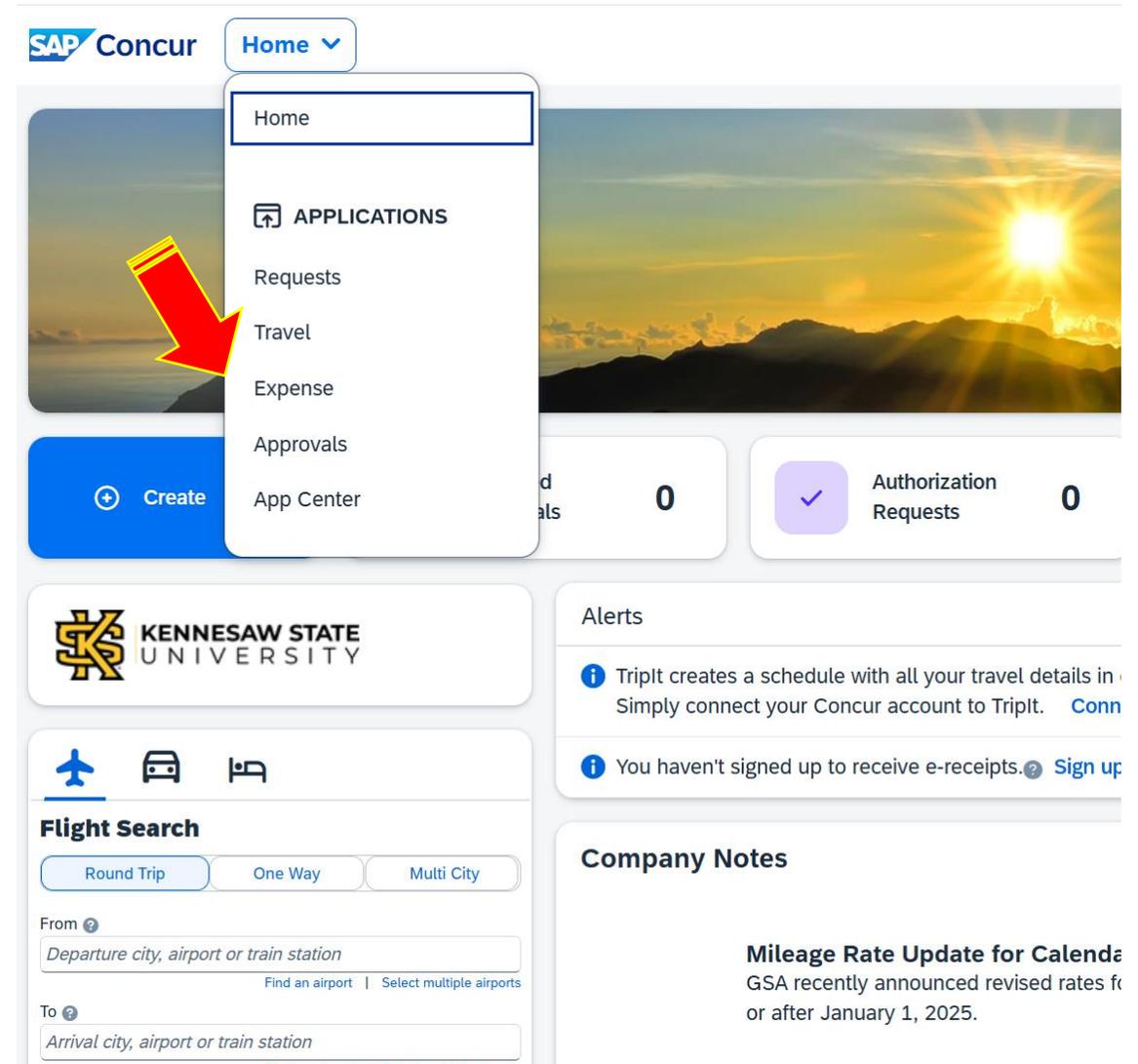
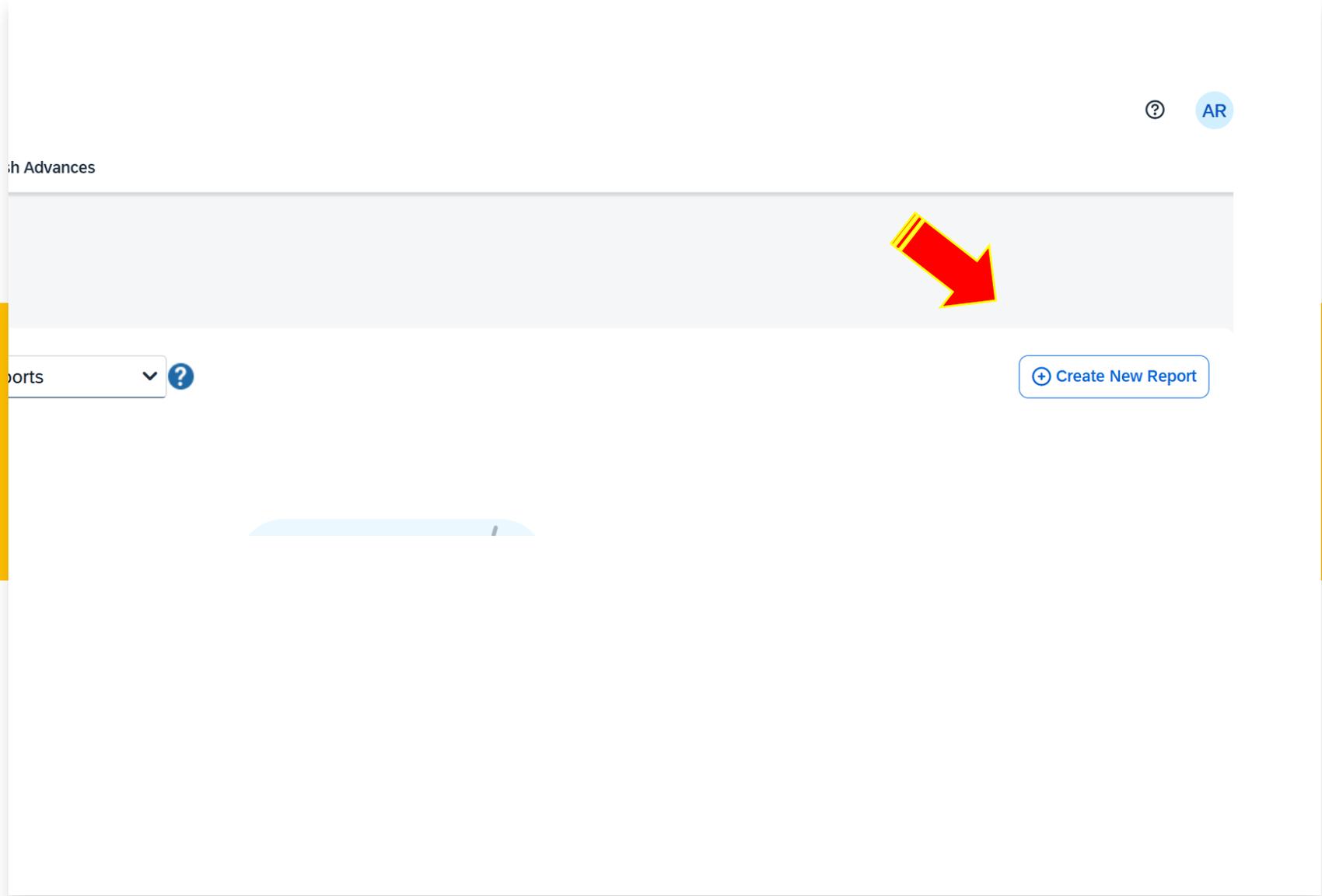


How to Create a Mileage Expense Report

- On the top next to the Concur logo
 - Click “Home”
 - Scroll to "Expense"



The screenshot displays the SAP Concur user interface. At the top left, the 'SAP Concur' logo is visible next to a 'Home' dropdown menu. A red arrow points to the 'Home' option in this menu. The dropdown menu is open, showing a list of options: 'Home', 'APPLICATIONS', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below the navigation menu, there is a 'Create' button with a plus icon. To the right of the 'Create' button, there are two summary cards: 'Details' with a value of '0' and 'Authorization Requests' with a value of '0'. The main content area features the Kennesaw State University logo and a 'Flight Search' section with tabs for 'Round Trip', 'One Way', and 'Multi City'. Below the flight search, there are input fields for 'From' and 'To' with placeholder text. On the right side of the interface, there are 'Alerts' and 'Company Notes' sections. The 'Alerts' section contains two messages: one about connecting a Concur account to Triplt and another about signing up for e-receipts. The 'Company Notes' section has a heading 'Mileage Rate Update for Calendar' and a sub-heading 'GSA recently announced revised rates for or after January 1, 2025.'



On the
right, click
“Create
New
Report”

Fill out every box that has a red asterisk

The screenshot shows a 'Create New Report' form with the following fields and values:

- Report Date:** 01/01/2025
- Report Name (Destination and Travel Dates):** NURS 3209 January Mileage
- Policy:** University System Policy
- Trip Start Date:** 01/01/2025
- Trip End Date:** 01/31/2025
- Purpose of Trip:** Clinical Mileage
- Trip Type:** Domestic
- Speed Chart:** HHS-Nursing (07052)
- Comment:** (Empty text area)
- Travel Allowance:** No, I do not require Travel Allowance (selected)

Red asterisks are placed next to the following fields: Report Date, Report Name, Trip Start Date, Trip End Date, Purpose of Trip, Trip Type, and Comment. A legend indicates that a red asterisk denotes a required field.

- **Report Date**
- **Trip Start Date** – First day of the Month
- **Trip End Date** – Last day of the month
- **Purpose of Trip** – Your class name and month traveling
 - For example, NURS 3209 January Mileage
- **Trip Type** – Domestic
- **Travel Allowance** – No, I do not require a Travel allowance
- **Comment** – List the name of the course and hospitals visiting.
 - Must include “Does not have an on-campus office”

Adding Expenses

- Hit the blue “Add Expense” button
- Scroll or type “Personal Car Mileage” in search box

itions Cash Advances

January Mileage \$0.00

ber: C94ZII

Manage Receipts Travel Allowance

ard

[+ Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#)



No Expenses

New Expense

Save Expense Cancel

Show Receipt 

Details Itemizations

 Mileage Calculator  Allocate

* Required field

| | | |
|---|---|---------------------------------------|
| Expense Type * | Transaction Date * | Purpose of the Trip * |
| Personal Car Mileage <input type="text"/> | <input type="text" value="MM/DD/YYYY"/> | Clinical Mileage <input type="text"/> |
| Traveler Type * | From Location * | To Location * |
| None Selected <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Payment Type | Vehicle ID * | Distance to Date |
| Out of Pocket <input type="text"/> | Kia Rio <input type="text"/> | <input type="text" value="0"/> |
| Distance * | Amount * | Currency |
| <input type="text" value="0"/> | <input type="text" value="0.00"/> | US, Dollar (USD) <input type="text"/> |
| Number of Passengers * | Reimbursement Rates | Comment |
| <input type="text" value="0"/> | <input type="text"/> | <input type="text"/> |

0/500

Before filling out the boxes click “Mileage Calculator”

Entering Your Mileage

- Enter your home address
- Enter the hospital's address
- Hit “Calculate Route”
- Hit “Make Round Trip”
- Hit “Add Mileage to Expense”

- You can add multiple locations if you visit more than one site in a day

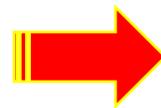
- Please note that these instructions only apply to part-time instructors. Full-time faculty must follow a different process.

The screenshot displays a 'Mileage Calculator' interface. On the left, there is a 'Waypoints' section with three entries: '520 Parliament Garden Way NW, Kennesaw, GA 30144, USA', '677 Church St, Marietta, GA 30060, USA', and '520 Parliament Garden Way NW, Kennesaw, GA 30144, USA'. To the right of these entries are checkboxes for 'Personal' and 'Business' use, with 'Personal' selected for each. A 'Calculate Route' button is located below the waypoints. Below the waypoints is a 'Directions' section showing a list of 7 steps for the route, starting with 'Head southeast on Parliament Garden Way' and ending with 'Merge onto GA-5 S'. At the bottom of the directions section, there is a table with columns for 'Deduct Commute', 'TOTAL PERSONAL', and 'TOTAL BUSINESS'. The values shown are '0.0 MI' for Personal and '13.1 MI' for Business. On the right side of the interface is a map showing the route between the waypoints. A red arrow points to the 'Calculate Route' button. At the bottom right of the interface, there are buttons for 'Add Mileage to Expense' and 'Cancel'.

Fill out the remaining boxes that have **red asterisks**

- **Transaction Date**
- **Traveler Type** – Employee
- Hit **“Save Expense”**

Then repeat each step for each travel date



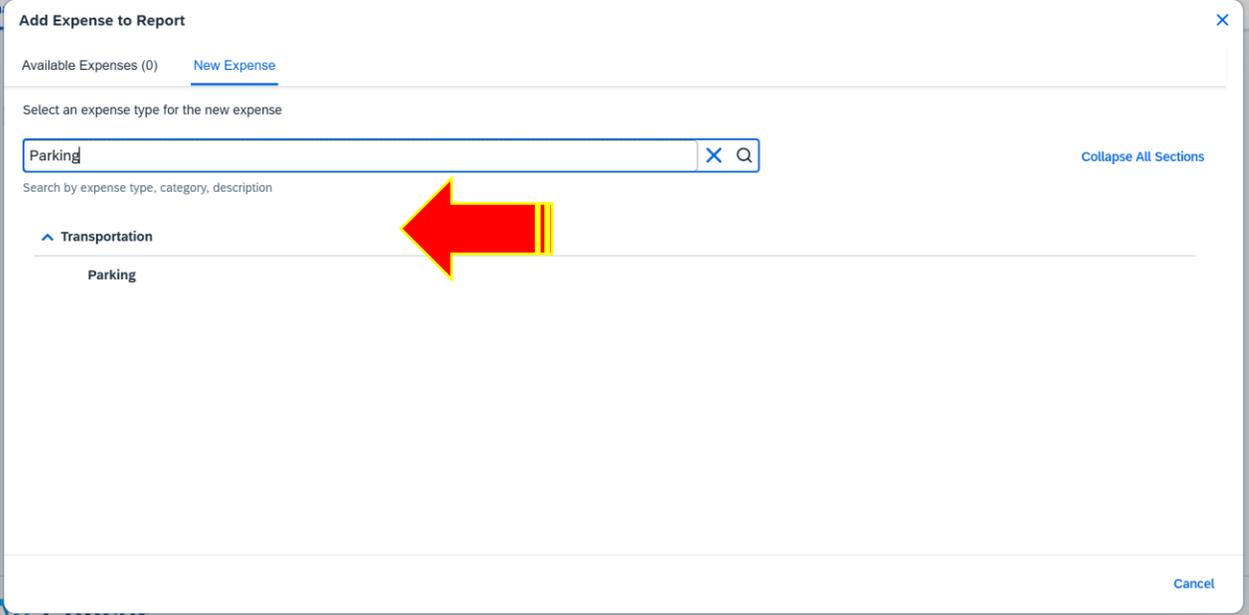
The screenshot shows a web form for a mileage calculator. At the top, there are two buttons: "Mileage Calculator" and "Allocate". Below these are several input fields, some of which are marked with a red asterisk to indicate they are required:

- Expense Type ***: A dropdown menu with "Personal Car Mileage" selected.
- Transaction Date ***: A date input field with a calendar icon and the placeholder "MM/DD/YYYY".
- Traveler Type ***: A dropdown menu with "None Selected" selected.
- From Location ***: A text input field containing "520 Parliament Garden Way NW, Kenn...".
- To Location ***: A text input field containing "677 Church St, Marietta, GA 30060, USA".
- Vehicle ID ***: A dropdown menu with "Kia Rio" selected.
- Distance to Date**: A text input field containing "0".
- Distance ***: A text input field containing "13".
- Amount ***: A text input field that is currently empty.
- Currency**: A dropdown menu with "US, Dollar (USD)" selected.
- Reimbursement Rates**: A text input field that is currently empty.
- Comment**: A large text area for entering a comment, currently empty.

At the bottom of the form, there are three buttons: "Save Expense", "Save and Add Another", and "Cancel".

Parking

- Hit the blue “Add Expense” button
- Scroll or type “Parking” in search box



The screenshot shows a dialog box titled "Add Expense to Report" with a close button (X) in the top right corner. Below the title, there are two links: "Available Expenses (0)" and "New Expense". The main instruction is "Select an expense type for the new expense". A search input field contains the text "Parking" and has a search icon (magnifying glass) and a clear icon (X) to its right. Below the search field, the text "Search by expense type, category, description" is visible. A red arrow points to the search input field. Underneath, there is a section header "Transportation" with a small upward-pointing arrow to its left. Below this header, the word "Parking" is listed as a search result. In the bottom right corner of the dialog box, there is a "Cancel" button.

Parking

- Transaction Date
 - Purpose of trip – Clinical Mileage
 - Traveler Type – Employee
 - Vendor Name
 - Amount
 - Attach a photo of your receipt
 - Hit “Save Expense”
-
- Parking must be submitted on the months report on a separate line item, with a photo receipt.

New Expense

[Save Expense](#) [Cancel](#)

[Hide Receipt](#)

[Allocate](#)

Expense Type * * Required field
Parking

Transaction Date * 01/09/2025 **Purpose of Trip *** Clinical Mileage

Traveler Type * Employee **Vendor Name *** Vendor

City **Payment Type *** Out of Pocket

Amount * 3.00 **Currency *** US, Dollar (USD)

Receipt



Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

[Add Receipt](#)

Before you submit your report...

- Please email Amanda Rodgers at arodge32@kennesaw.edu to approve your report before submission or if you have any questions.
- After you get approval, you can hit the blue “Submit Report” button.
- Travel mileage and parking for the whole month must be submitted on one single report.

The screenshot shows the SAP Concur Expense report interface. At the top, there is a navigation bar with 'SAP Concur Expense' and a dropdown menu. Below this, there are tabs for 'Manage Expenses', 'Card Transactions', and 'Cash Advances'. The main content area displays the report title 'NURS 3209 January Mileage \$30.30' and a 'Submit Report' button. Below the title, it indicates 'Not Submitted | Report Number: C94ZII'. There are also buttons for 'Copy Report' and 'Delete Report'. A 'View Available Receipts' link is visible on the right. The main table lists expenses with columns for 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. The table contains four rows of expenses, all categorized as 'Out of Pocket' and 'Personal Car Mileage'. The total amount is \$30.30.

| Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested | |
|--------------------------|---------------|----------------------|----------------|------------|-----------|-----|
| <input type="checkbox"/> | Out of Pocket | Parking | Vendor | 01/09/2025 | \$3.00 | ... |
| <input type="checkbox"/> | Out of Pocket | Personal Car Mileage | | 01/09/2025 | \$9.10 | ... |
| <input type="checkbox"/> | Out of Pocket | Personal Car Mileage | | 01/09/2025 | \$9.10 | ... |
| <input type="checkbox"/> | Out of Pocket | Personal Car Mileage | | 01/08/2025 | \$9.10 | ... |
| | | | | | \$30.30 | |