Non-employee Personal Car Mileage in Concur

Mileage for Non-Employees in Concur

Non-employee travelers are eligible for mileage but the **Personal Car Mileage Expense Type** and the **Mileage Calculator** in Concur cannot be used. Delegates to non-employees who add the Personal Car Mileage expense type to a travel request will receive an error about not having a vehicle in the traveler's profile. The Non-employee Concur profile does not include the Vehicle link, so it cannot be added. In place of the Personal Care Mileage Expense Types, delegates should use the **Miscellaneous Expense Type**.

The Error Message On Adding Mileage Expense Type	Error Message on Registering Vehicle
Alerts: 1 You must register a vehicle in your profile before you can create a mileage expense. Register Vehicle New Expense: Personal Car Mileage 08/11/2023 Alocate Object Code	Error If you try to Register the Vehicle Sorry, you don't have access to this page. You are not authorized to view this web page. If you require access, please contact your Company Administrator or Help Desk. Here are some helpful links: Mome
Access Google Maps and Route the Mileage	Add Mileage to a Non-ee's Request
Route the Mileage and Multiply it by 2 for round trip, then by GSA mileage rate (0.655). For example, 6X2 = 92 X 0.655 = \$60.26 Print this page	
Image: Second secon	Request Details Print/Share EXPECTED EXPENSES Add
Send directions to your phone Pial - 895 S and I-95 S 1 hr 1 min Best route now due to traffic conditions 46.1 miles M This route has tolls.	

Add Miscellaneous Expense Type	Complete Miscellaneous Expense Type
Select the Miscellaneous Expense Type.	Expected Payment Method: Out of Pocket Amount: Dollar amount for mileage Comment: Mileage for round trip to NIH, etc.** Must have a comment. Click Save. New Expense: Miscellaneous ************************************
After Travel: Reimbursement via NONPO Invoice Fields	
 Create the Traveler as a Supplier in Quantum Add the mileage in to the total for the NON Attach the printed mileage from Google Materia Include the printed mileage web page and a Documentation Submission Webform 	m Financials, as needed PO Invoice. aps all other documentation to the <u>NONPO Invoice Supporting</u>