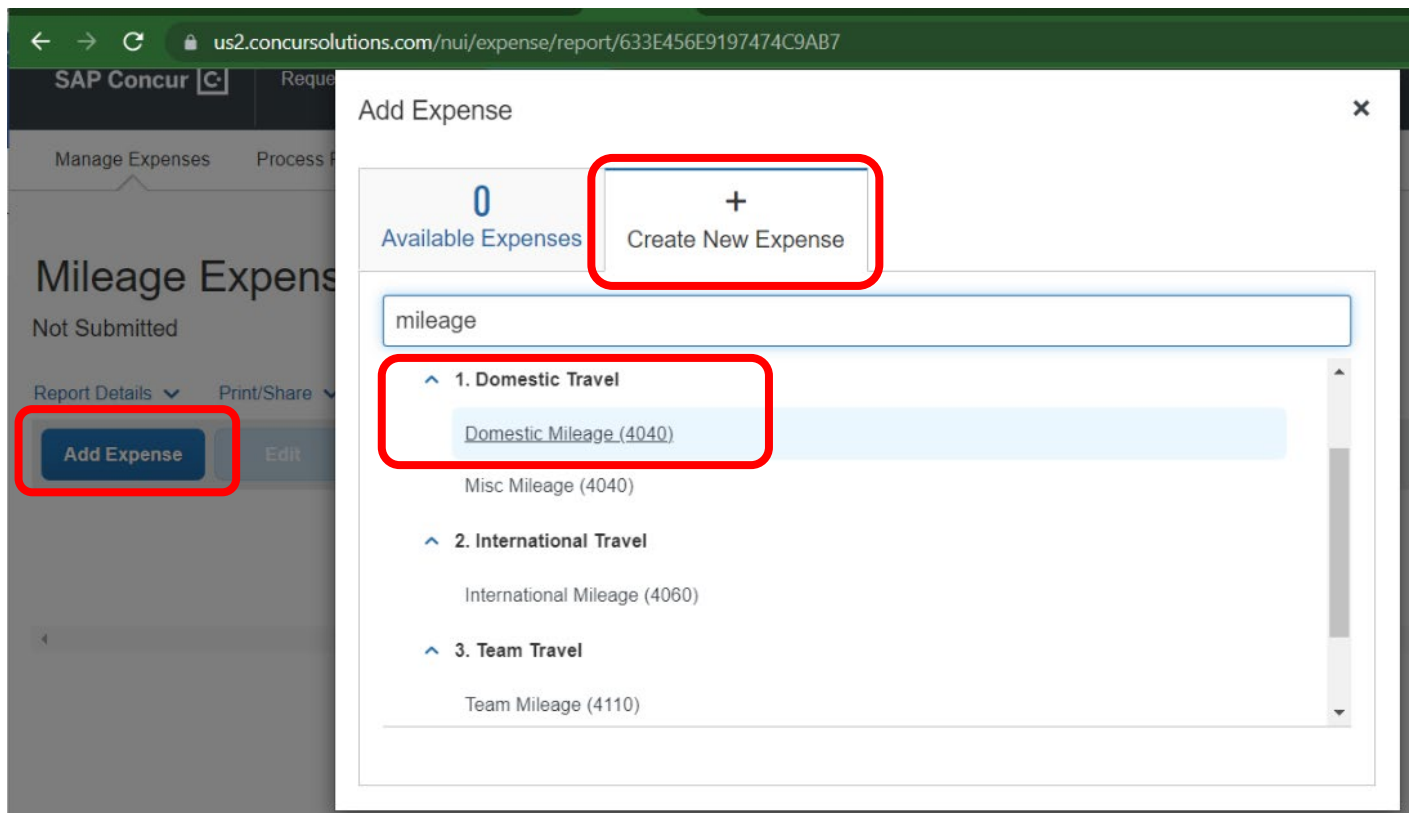


Mileage Reimbursement Instructions for Employees

General Rule: Always report total mileage (starting and ending at your home address) and deduct commute. This ensures that our documentation is clear that the traveler is not overly claiming mileage. Business mileage should only be claimed for travel in excess of the traveler's normal commute (whether that commute actually occurred that day or not).

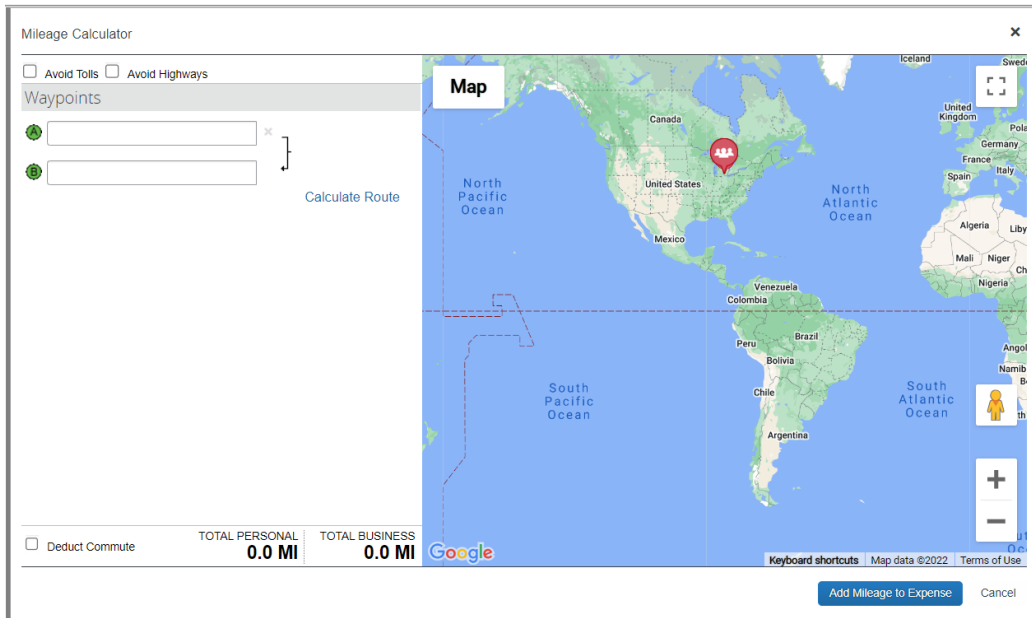
To create a car mileage expense:

1. With the report open, click **Add Expense > Create New Expense**.
2. Select the mileage expense type. (Domestic, International, Team, Recruiting)

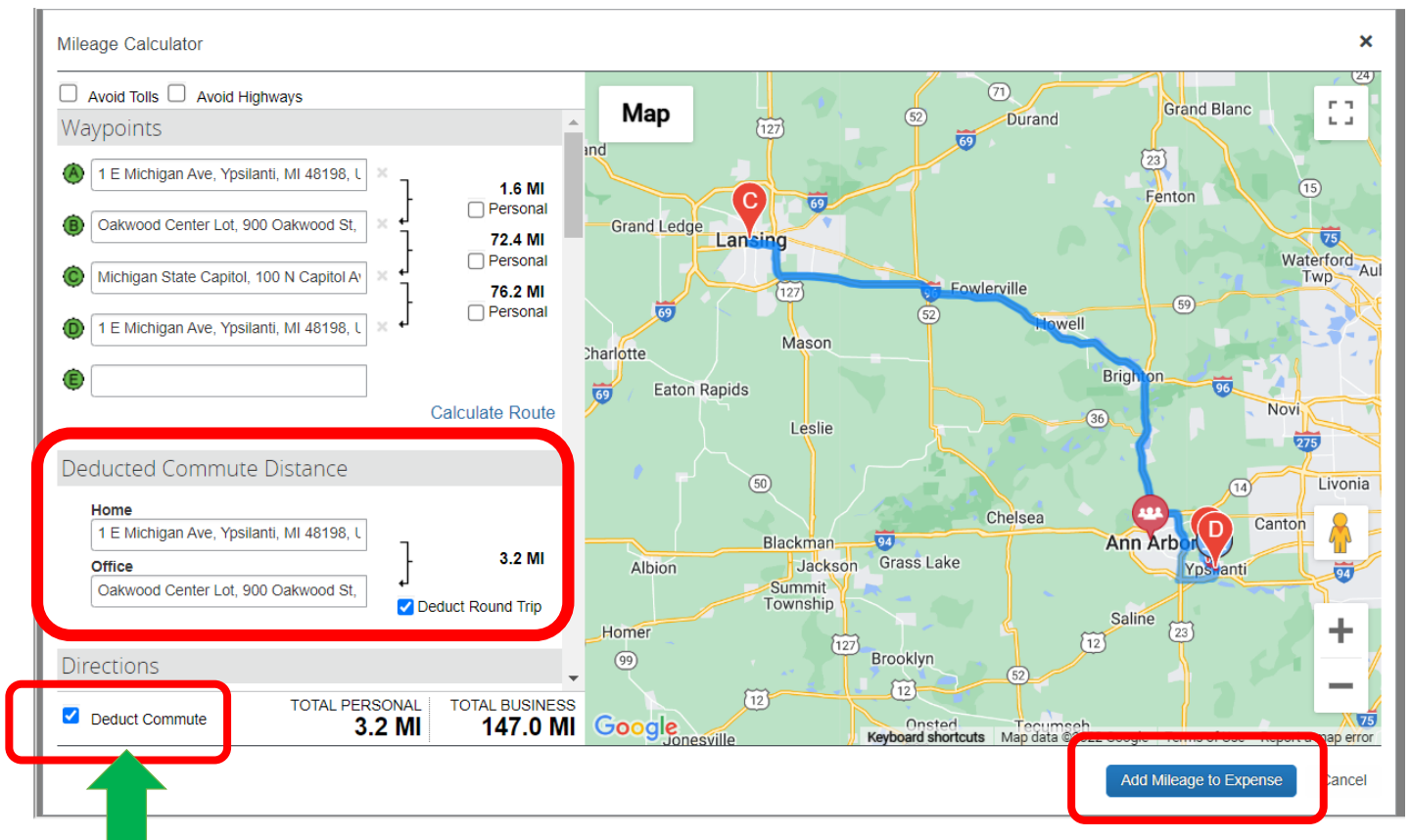


Mileage Reimbursement Instructions for Employees

Once the mileage expense type is selected the Mileage Calculator window will open.



For the Waypoints in the Mileage Calculator enter every destination started from and arrived at. Typically beginning and ending with your home address. A campus address does not need to be added if you did not come to campus.



Mileage Reimbursement Instructions for Employees

The example in the screenshot shows the employee left from home, came to main campus, visited Lansing, and returned home.

Choose the “Deduct Commute” button, then the “Deduct Commute Distance” box will open. Fill out the “Home” and “Office” address boxes and select “Deduct Round Trip” box. (See additional details below about deducting commute)

Add the reimbursable mileage to the expense report by clicking on the “Add Mileage to Expense” button.

Complete the required fields “Transaction Date” and “Purpose of the Trip.” If any comments are necessary, leave a comment in the Comment field. Choose ‘Save Expense’ to save and add the expense to your expense report.

The screenshot displays the Concur Domestic Mileage form for an expense report dated 08/10/2022. The form title is "Domestic Mileage (4040) \$91.88". The "Expense Type" is set to "Domestic Mileage (4040)". The "Transaction Date" is 08/10/2022. The "Purpose of the Trip" is "Concur training in Lansing". The "From Location" is "1 E Michigan Ave, Ypsilanti, MI ..." and the "To Location" is "Michigan State Capitol, 100 N ...". The "Payment Type" is "Cash". The "Comment" field contains "Stopped at campus to pick up supplies". The "Vehicle ID" is "IRS", "Distance to Date" is "0", "Distance" is "147", and "Number of Passengers" is "0". The "Amount" is "91.88" and the "Currency" is "US, Dollar". The "Reimbursement Rates" are "USD 0.625 per mile". The "Save Expense" button is highlighted with a red box, and the "Transaction Date", "Purpose of the Trip", and "Comment" fields are also highlighted with red boxes.

Concur calculates the reimbursement amount based on the miles from the mileage calculator and the current mileage rate set by the IRS.

Mileage Reimbursement Instructions for Employees

Additional Deducting Commute Distance Information

Campus employees need to deduct commute distance on all scheduled work days. For employees working a hybrid work schedule this rule applies even when you are scheduled to work from home.

If you drive on a nonscheduled work day you do not need to deduct the commute. In this case a comment does need to be added to the mileage expense comment box. This is because not all employees have the same work schedule.

Home office employees and fully remote employees

Employees who do not have an EMU office (Main campus or otherwise) Do not use the “Deduct Commute” option. These employees need to deduct first and last trip mileage. This is entered by check the boxes to the right of the first and the last segment of the trip. The box that says “Personal”, see image below.

