



## How to fill out a Same Day Mileage Reimbursement Expense in Concur

According to the [University of Cincinnati's Travel Policy](#), the University may pay for or reimburses individuals for reasonable, authorized and appropriately documented travel expenditures including same day travel.

1. In the Concur System create a new Expense Report. Fill out the *Report Name, Dates, and User Type* corresponding to you and your travel.

2. In the *Report Type* field Select "Domestic."

3. In the *Report Purpose* field select "Mileage, Non-overnight or Local." Fill out rest of the required report header fields and select next.

4. Click "New Expense" and select "Personal Car Mileage" as your expense type.

5. Fill out the fields corresponding to your trip and click "Save."

6. You can use the mileage calculator to determine the distance of your trip.

7. After entering expense information, select "Allocate" to allocate funds to an account string.

8. Repeat process to add any other expenses. Click "Submit Report" to send to COA for approval.