

SAP Concur

CLAIMING FOR  
MILEAGE**This step-by-step guide will show you:**

- How to record car mileage
- How to submit fuel receipts

**MILEAGE CLAIMS**

There are two steps to consider when completing a mileage claim. You must complete an Expense under the category 'Personal Car Mileage' and you also need to add your fuel receipt under 'Fuel Receipts for Mileage' in order for the VAT to be reclaimed.

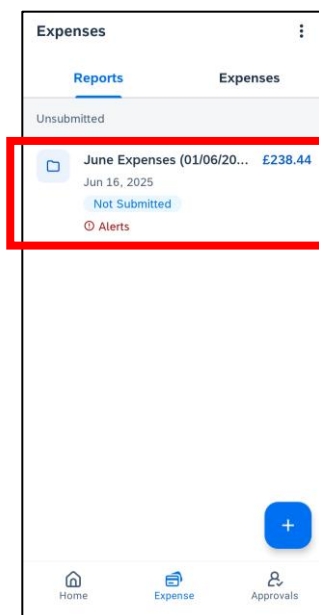
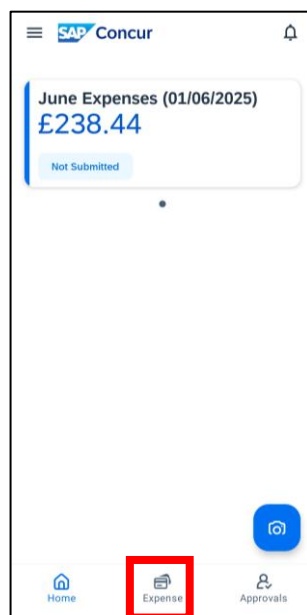


Before entering mileage on the system you must have entered your car details into Concur. See the 'Getting Started & Making your first Claim' guide for instructions on how to complete this.

1

**RECORDING CAR MILEAGE (MOBILE)**

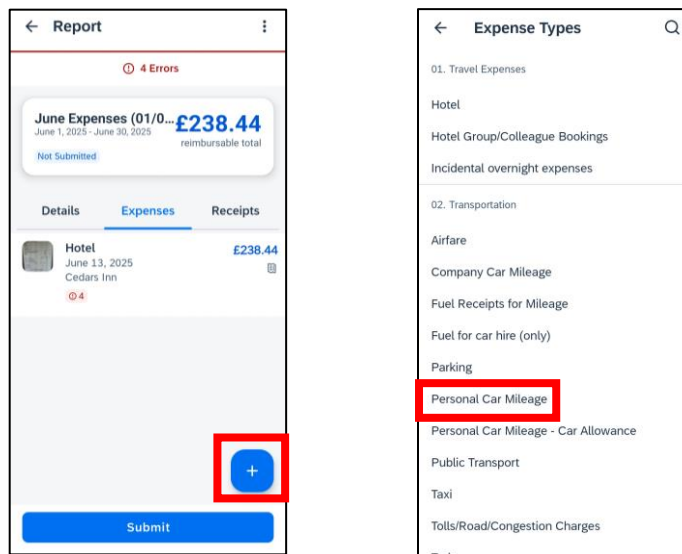
- a) To add an Expense for this on the Mobile app, start by pressing 'Expense' and then the correct Expense report



1

## RECORDING (AR MILEAGE (MOBILE) (ONT.

- b) Select the '+' and then 'New Expense' and then 'Personal Car Mileage'



- c) You can then enter the Distance if known but the easier option is to select 'Add Route'

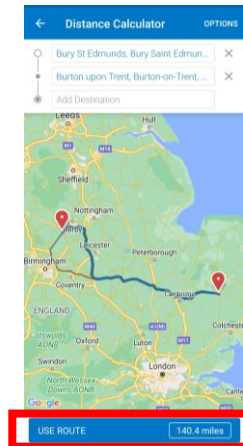
- d) You can then input the 'Start Location' and then 'Add Destination' as many times as needed until the end of the route



1

## RECORDING (AR MILEAGE (MOBILE) (ONT.

- e) You can select between different route options shown and when happy select 'Use Route'. This will input the Distance for you



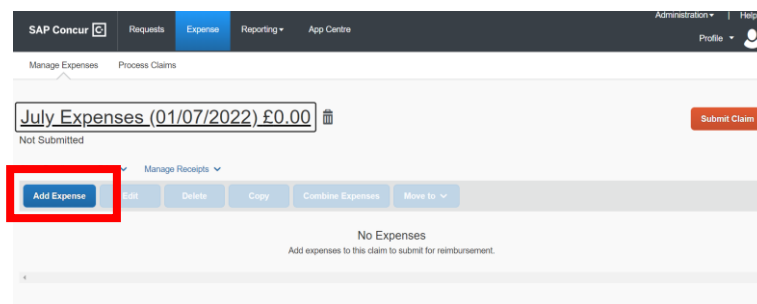
- f) Fill out the rest of the information  
g) Make sure to update the purpose of trip, leave the Receipt status as No Receipt.  
h) When done select 'Save'



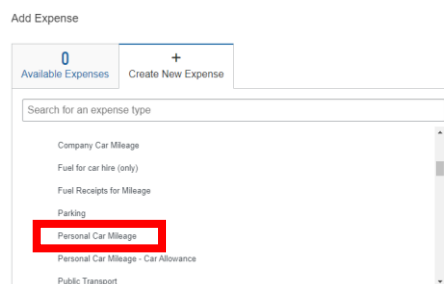
2

## RECORDING (AR MILEAGE (WEB)

- a) Open the appropriate Expense report and select 'Add Expense'



- b) Click 'Create New Expense' then select 'Personal Car Mileage' from the dropdown



2

## RECORDING (AR MILEAGE (WEB) (ONT.

- c) Then select 'Mileage Calculator'

- d) Then you need to input the Start point, Endpoint and any stops on your route - click 'Calculate Route'

- e) You may have the option to select from multiple routes

### Directions

Suggested routes:

A14 141 mi. About 2 hours 26 mins  
A14 and M6 142 mi. About 2 hours 32 mins

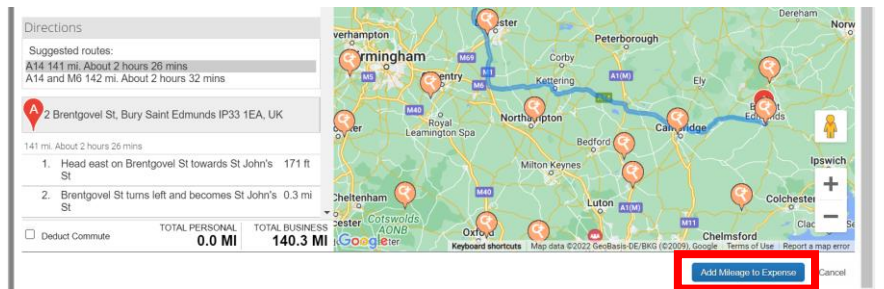
- f) You have the option to 'Make Round Trip'

- g) This process may be useful to do before carrying out your journey as the system will also create a list of directions for you

2

## RECORDING (AR MILEAGE (WEB) (ONT.

- h) Once you're happy go down to the bottom right and click 'Add Mileage to Expense'

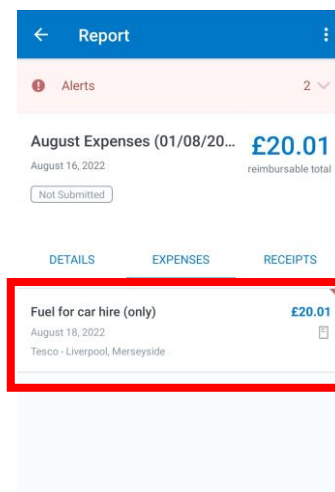
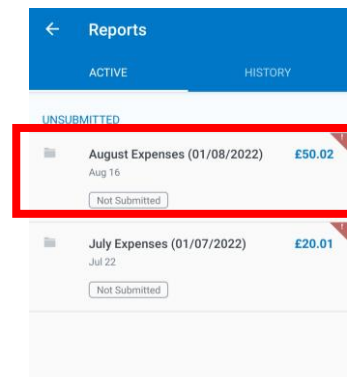


- i) Fill out the rest of the information  
j) Make sure to update the purpose of trip, leave the Receipt status as No Receipt.  
k) When done select 'Save'

3

## FUEL RECEIPTS FOR MILEAGE (MOBILE)

- a) You now need to add another Expense under the Expense Type 'Fuel Receipts for mileage' (You will need to add an image of the receipt to enable the business to reclaim the VAT)  
b) Take a picture of your Fuel Receipt using Expenselt. To do this, select the Expenselt icon on the app home screen and follow the instructions  
c) Once the receipt has been analysed, go and find it in the correct Expense Report  
d) Select the Expense



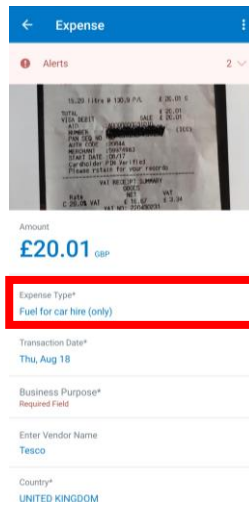
### Please Note -

You do not need to submit receipts for electric cars  
It is your responsibility to make sure you update the details of your car on Concur as and when the car changes, to ensure you are paid the correct mileage rate

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## FUEL RECEIPTS FOR MILEAGE (MOBILE) (ONT.

e) Select 'Expense Type'



Expense

Alerts 2

Amount  
**£20.01** GBP

Expense Type\*  
Fuel for car hire (only)

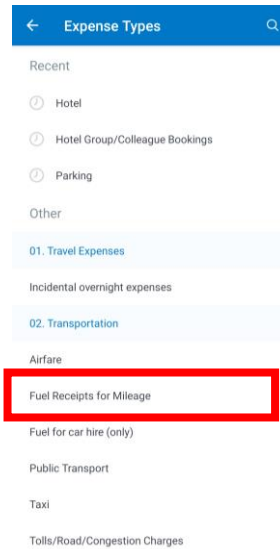
Transaction Date\*  
Thu, Aug 18

Business Purpose\*  
Required Field

Enter Vendor Name  
Tesco

Country\*  
UNITED KINGDOM

f) Select 'Fuel Receipts for Mileage'



Expense Types

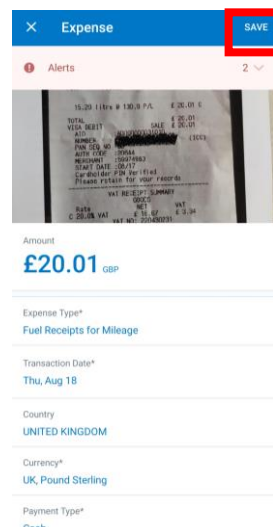
Recent

- Hotel
- Hotel Group/Colleague Bookings
- Parking

Other

- 01. Travel Expenses
  - Incidental overnight expenses
- 02. Transportation
  - Airfare
  - Fuel Receipts for Mileage**
  - Fuel for car hire (only)
  - Public Transport
  - Taxi
  - Tolls/Road/Congestion Charges

g) Check all the information and make sure to change the 'Receipt Status' to 'Tax Receipt'. You will also need to select the fuel type, make sure this is the same type as the car you have registered with Concur



Expense

SAVE

Alerts 2

Amount  
**£20.01** GBP

Expense Type\*  
Fuel Receipts for Mileage

Transaction Date\*  
Thu, Aug 18

Country  
UNITED KINGDOM

Currency\*  
UK, Pound Sterling

Payment Type\*  
Cash

## FUEL RECEIPTS FOR MILEAGE (WEB)

To do the same on the web:

- a) Upload the fuel receipt with Expenselt and with Expense Assistant turned on, the receipt will be moved into the correct Expense report. Open the Expense Report and tick the relevant expense before clicking 'Edit'

SAP Concur | Requests | Expense | Reporting | App Centre | Administration | Help | Profile

Manage Expenses | Process Claims

Alerts: 3

July Expenses (01/07/2022) £20.01 | Copy Claim | Submit Claim

Not Submitted

Claim Details | Print | Manage Receipts

**Add Expense** | Edit | Delete | Copy | Combine Expenses | Move to

Alerts	Receipt	Payment Type	Expense Type	Supplier Details	Date	Requested
<input checked="" type="checkbox"/>		Cash	Fuel for car hire (only)	Tesco Liverpool, Merseyside	18/08/2022	£20.01
<input type="checkbox"/>		Cash	Parking		18/08/2022	£0.00
						£20.01

Note - If you are not using Expenselt, please see our 'Attaching a Receipt guide' for the other options.

- b) Change the 'Expense Type' to 'Fuel Receipts for Mileage'

Expense Type \*

Fuel for car hire (only)

Airfare

Company Car Mileage

Fuel for car hire (only)

**Fuel Receipts for Mileage**

Parking

- c) Check all the information and make sure to change the 'receipt Status' to 'Tax Receipt'. You will also need to select the fuel type, make sure this is the same type as the car you have registered with Concur

Receipt Status \*

No Receipt

None Selected

No Receipt

Receipt

**Tax Receipt**

- d) Once finished, select 'Save Expense'

SAP Concur | Requests | Expense | Reporting | App Centre | Administration | Help | Profile

Manage Expenses | Process Claims

Fuel Receipts for Mileage £20.01 | Cancel | **Save Expense**

18/08/2022 | Tesco

Details | Itemisations | Hide Receipt

Expense Type \*  
Fuel Receipts for Mileage

Transaction Date \*  
18/08/2022

Country  
UNITED KINGDOM (GB)

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## ADDING PASSENGERS (WEB)

**Greene King pays 5 pence per mile per passenger on top of the usual mileage rate. The next two sections show you how to add passengers on web and then mobile:**

- Enter your mileage as you normally would
- In the passenger field, enter the number of passengers. This should be no more than 3 and does not include yourself

Vehicle ID *	Distance to Date	Distance *	Number of Passengers
AB12ABA	207	281	2

- Then record your passengers in the 'Name of Passenger(s)' box.

Expense Type * <span>?</span>		Transaction Date *	Country *
Personal Car Mileage		05/10/2023	UNITED KINGDOM (GB)
Purpose of the Trip *	From Location *	To Location *	Payment Type
Personal Car Mileage Test	Bury St Edmunds	London	Cash
Receipt Status *	Cost Centre *	Name of Passenger(s)	
No Receipt	(99850) FSS	Joe Bloggs, John Smith	




Please note: HMRC rules only allow us to claim back the 5 pence per mile per passenger for employees

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## ADDING PASSENGERS (MOBILE)

- Enter your mileage as you normally would
- In the passenger field, enter the number of passengers. This should be no more than 3 and does not include yourself

×
**New Expense**
SAVE



Amount  
**£56.00** GBP

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Route Details

---

Vehicle\*  
KP15 TDX

---

Distance\*  
140

---

Passengers  
2

---

Distance To Date  
292



## ADDING PASSENGERS (MOBILE)

c) Then record your passengers in the 'Name of Passenger(s)' box. Please ensure this is the FULL NAME of the passenger(s). E.g. Joseph Bloggs (not just Joe)

**New Expense** SAVE

From Location\*  
Bury St Edmunds, Bury Saint Edmunds, UK

To Location\*  
Burton upon Trent, Burton-on-Trent, UK

Currency\*  
UK, Pound Sterling

Payment Type\*  
Cash

Amount\*  
\$6.00

Receipt Status\*  
No Receipt

Cost Centre\*  
FSS

Comment 0

Personal Car Mileage Policy Reminder  
Entering 'home' to 'home' is not enough detail.

**Name of Passenger(s)**  
John Smith, Joe Bloggs 22/48

d) You can then save the Expense.



### Fuel receipts for mileage

Only enter the value of fuel purchased if the receipt for fuel has personal purchases detailed. You will need to record fuel receipts in a separate category to mileage claims on Concur as you are likely to fill up less frequently than the number of journeys.

### Use the Distance Calculator (Google maps):

You can enter your 'to' and 'from' locations and the system will work out the miles you have travelled.



### Travel Allowance Policy

Employees receiving a travel allowance should not claim travel expense back on Concur please refer to the Travel allowance policy on the Vault and/or speak to your Human Resources Business Partner (HRBP).

### Mileage Claims

There are very specific rules put in place by the HMRC about when you can and can't claim for business miles please refer to the Expenses Policy for further details. If you have any queries, please contact your Human Resources Business Partner (HRBP).

### Mileage Rate

The rate the company pays per mile is £0.30p for business miles completed in personal cars, £0.25p for business miles completed in a Personal car if you receive a car allowance and for company cars the rate varies depending on the engine size of your car and the rate set by HMRC

[www.hmrc.gov.uk/cars/advisory\\_fuel\\_current.htm](http://www.hmrc.gov.uk/cars/advisory_fuel_current.htm)



For training issues and support with the system please contact Concur Support...



### PHONE NUMBERS

01284 843300



### EMAIL ADDRESSES

[Concur@greeneking.co.uk](mailto:Concur@greeneking.co.uk)

The Concur Support team do not set the expense policy, please treat them with respect and show 'We Care'.

Line Managers are unable to override limits that are set out in the policy. Any feedback on policy points should be directed to your Line Manager who can pick this up with HR.