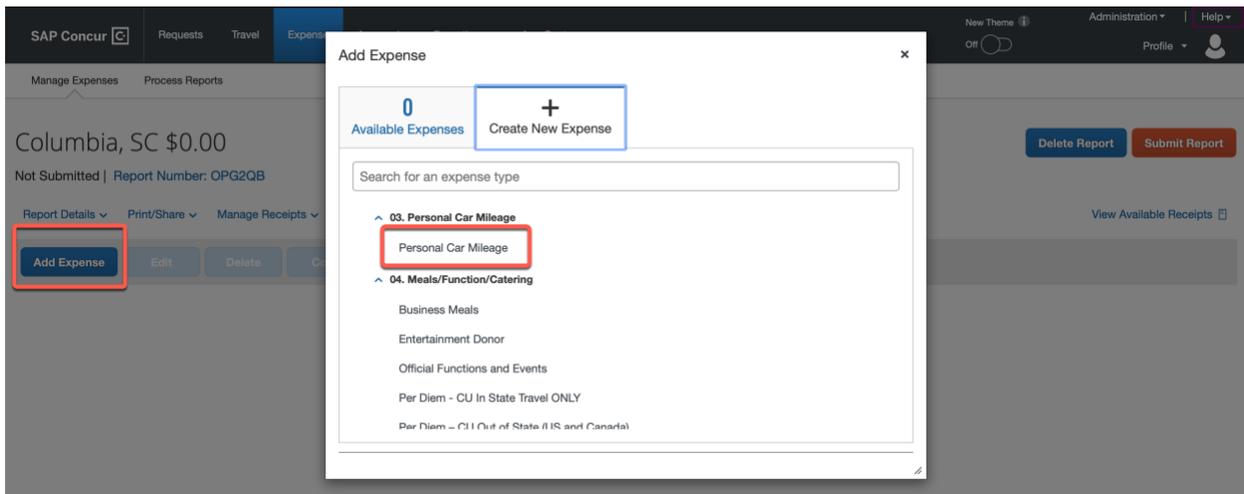


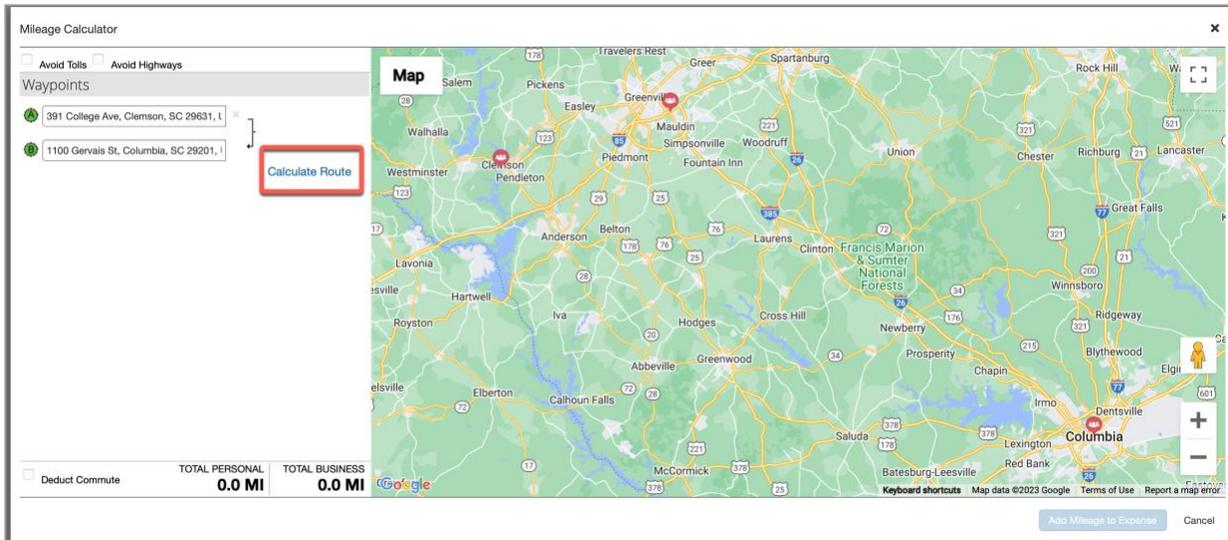


## Entering Personal Car Mileage

**Step One:** Create your Expense Report and click **Add**. Search or scroll through the list for **Personal Car Mileage**.



**Step Two:** The mileage calculator opens automatically. Enter your departure address in point A and then your arrival address in point B. Click Calculate Route.



**Step Three:** Concur automatically calculates the most economical route and mileage for the addresses entered. Continue entering addresses if needed or click **Make Round Trip**. Once all desired addresses have been entered, click **Add Mileage to Expense**.

Mileage Calculator

Avoid Tolls  Avoid Highways

Waypoints

- 391 College Ave, Clemson, SC 29631, L 130.6 MI Personal
- 1100 Gervais St, Columbia, SC 29201, I 131.7 MI Personal
- 391 College Ave, Clemson, SC 29631, L

Calculate Route

Directions

391 College Ave STE 203, Clemson, SC 29631, USA

131 mi. About 2 hours 12 mins

- Head east on Keith St toward College Ave 177 ft
- Turn left at the 1st cross street onto College Ave 0.5 mi  
Pass by Papa Johns Pizza (on the left in 0.3 mi)
- Turn right onto US-123 N/Tiger Blvd 20.8 mi  
Continue to follow US-123 N  
Pass by KFC (on the left in 18.8 mi)
- Keep right to stay on US-123 N 0.2 mi

<input type="checkbox"/> Deduct Commute	TOTAL PERSONAL	TOTAL BUSINESS
	0.0 MI	262.3 MI

Map

Keyboard shortcuts Map data ©2023 Google Terms of Use Report a map error

Add Mileage to Expense Cancel

**Step Four:** Concur has now calculated your mileage and created expense lines on your behalf.