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**.

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