Under View, select "All Requests"
### All Requests (2)

<table>
<thead>
<tr>
<th>Request Name</th>
<th>Request ID</th>
<th>Status</th>
<th>Request Dates</th>
<th>Date Submitted</th>
<th>Total</th>
<th>Approved Amount</th>
<th>Remaining Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instate Mileage</td>
<td>2FPO</td>
<td>Approved</td>
<td>07/01/2016</td>
<td>06/05/2016</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Meeting a Filing Conference</td>
<td>3KKM</td>
<td>Approved</td>
<td>04/29/2016</td>
<td>04/19/2016</td>
<td>$1,302.20</td>
<td>$1,302.20</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Find your instate mileage request**
<table>
<thead>
<tr>
<th>Request Name</th>
<th>Request ID</th>
<th>Status</th>
<th>Request Dates</th>
<th>Date Submitted</th>
<th>Total</th>
<th>Approved</th>
<th>Remaining</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute M One</td>
<td>SPI4</td>
<td>Approved</td>
<td>07/01/2016</td>
<td>06/06/2016</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td>Expense</td>
</tr>
<tr>
<td>Manhattan Filing Conference</td>
<td>12345</td>
<td>Approved</td>
<td>04/25/2016</td>
<td>04/19/2016</td>
<td>$1,202.20</td>
<td>$1,202.20</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Select the Expense link
This will correctly link your request to a new expense report for travel.
Change the report name to include the month of travel you are submitting.
<table>
<thead>
<tr>
<th>Request Name</th>
<th>Request ID</th>
<th>Cancelled</th>
<th>Request Total</th>
<th>Amount Approved</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Repair</td>
<td>3PP5</td>
<td>No</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Instate Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Next
Select No if your travel did not include meals

Note: If your travel did include meals, see Creating an Itinerary pdf
Select University Mileage
### July Instate Mileage

#### Adding New Expense
- **Expense Type:** University Mileage
- **Payment Type:** Cash

**View Reimbursement Rates**

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Purpose of the Trip</th>
<th>From Location</th>
<th>To Location</th>
<th>Travel Type</th>
<th>Mileage</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attendees**

- **Attendee Name:** Albert, Sarah M.

**Calculate Mileage**

- **Enter date of travel**

**Total Amount:** $0.00  |  **Total Requested:** $0.00
Enter departure city
Enter destination city
Enter mileage in whole numbers if you know it
Save the expense
If you are not sure the exact mileage, select the Mileage Calculator at the bottom
The Mileage Calculator will find the mileage automatically.
The Mileage Calculator can also calculate a round-trip.
Enter all mileage for the month into this report.

You may find this report later under Open Reports on the Concur Expense tab.
When you are done submitting ALL travel for the month, submit report

### Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/03/2016</td>
<td>University Mileage</td>
<td>$44.40</td>
<td>$44.40</td>
</tr>
<tr>
<td>09/04/2016</td>
<td>University Mileage</td>
<td>$128.12</td>
<td>$128.12</td>
</tr>
</tbody>
</table>

**Recently Used Expense Types**

- University Mileage

**All Expense Types**

1. **Air Travel**
   - Add Flights
   - Add Flight Fees

2. **Lodging**
   - Hotel - Advance Deposit
   - Hotel - Room - Hotel
   - Hotel - Group (Attendees Requested)
   - Hotel - Other Accommodations

3. **Ground & Water Transport**
   - Car Rental
   - Car Service/Limo/Taxi
   - Car Rental/Car Pool
   - Tolls
   - Trains
   - University Mileage

4. **Food & Entertainment**
   - Alcohol
   - Catering & Group Meals
   - Entertainment
   - Groceries/Travel
   - Non-Travel/Meal Expense
   - Travel Meals Expense

5. **Supplies & Materials**
   - Computer Supplies

6. **Other**
   - Incurred Costs
   - Laundry/Washing
   - Miscellaneous
   - Postage & Delivery Service
   - Public Citizen & Subscriptions

7. **Dues & Fees**
   - Conference Registration Fees
   - Licenses & Permits
   - Membership Dues

8. **Dues & Fees**
   - Travel Agency Fee

9. **Personal Expenses**
   - Personal Fees
   - Personal Meals

**Total Amount** $124.52

**Total Requested** $124.52