SAP Concur – Quick Guide

Entering Car Mileage

GETTING STARTED

- Login to www.bcm.edu/concur-solutions or click **Concur Logon** from the Travel and Expense website (www.bcm.edu/mosaic > Travel and Expense).

ENTERING CAR MILEAGE

1. With the expense report open, on the **New Expenses** tab, select **Mileage**.

2. Goggle **Mileage Calculator** window automatically displays. Enter **Waypoints** – Actual starting point and Destination.

3. Click **Calculate Route**.

4. If applicable, click **Make Round Trip**.

5. Click **Add Mileage to Expense**.

SUPPORT

Website: www.bcm.edu/mosaic > Travel and Expense (for Policies, FAQs, and training)
SAP Concur Support: concursupport@bcm.edu