

## Create a monthly Blanket Mileage Expense Report

1. **Login to [Concur](#)**
2. **Click Requests** at the top of the screen. Always start with your approved Request.
3. Find your approved **Blanket Travel Request** and **click the blue Expense link** on the far right. Or, click on the Request to open and click Create Expense Report at top right.
4. **Expense Report Header:** edit the Trip Name (ex: March 2020) and trip start and end dates. Select a Blanket Request Trip Purpose from the drop down list. Edit the funding if needed. The associated Request will appear at the bottom of the Header.
5. **Click Next** on the bottom right.
6. **Travel Allowances pop-up: click No** for mileage day trips
7. **Adding New Expense:** Search Personal Vehicle Mileage in the Expense Type window, or select from the list.
8. **Enter each mileage expense:**
  - a. Select the Transaction Date (date of travel).
  - b. Click Mileage Calculator in the expense to open Google Maps, enter Waypoints and click Calculate Route.
  - c. Click Make Round Trip if applicable. May add multiple stops as needed for that day's trip.
  - d. Click Add Mileage to Expense button on bottom right. Add a comment to describe the trip, i.e. Practicum site visit to Ferndale High School to observe student Chris Smith.
  - e. Click Save.
9. **Repeat for each mileage expense for the month.** May copy the expense by clicking the box to the left and selecting Copy button above, then edit transaction dates as needed.
10. **Click Details to review and edit:**
  - a. Report Header
  - b. Totals
  - c. Approval Flow: can add ad hoc approvers as needed
  - d. Itineraries (per diem meals and lodging allowances only)
11. **Click Orange Submit Report button on the top right**