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 ad hoc approvers as needed
    d. Itineraries (per diem meals and lodging allowances only)
11. **Click Orange Submit Report button on the top right**