

How to Create a Mileage Expense Report

The instructions on the following pages explain step by step how to submit your mileage reimbursement in the Concur Travel and Expense Reporting system.

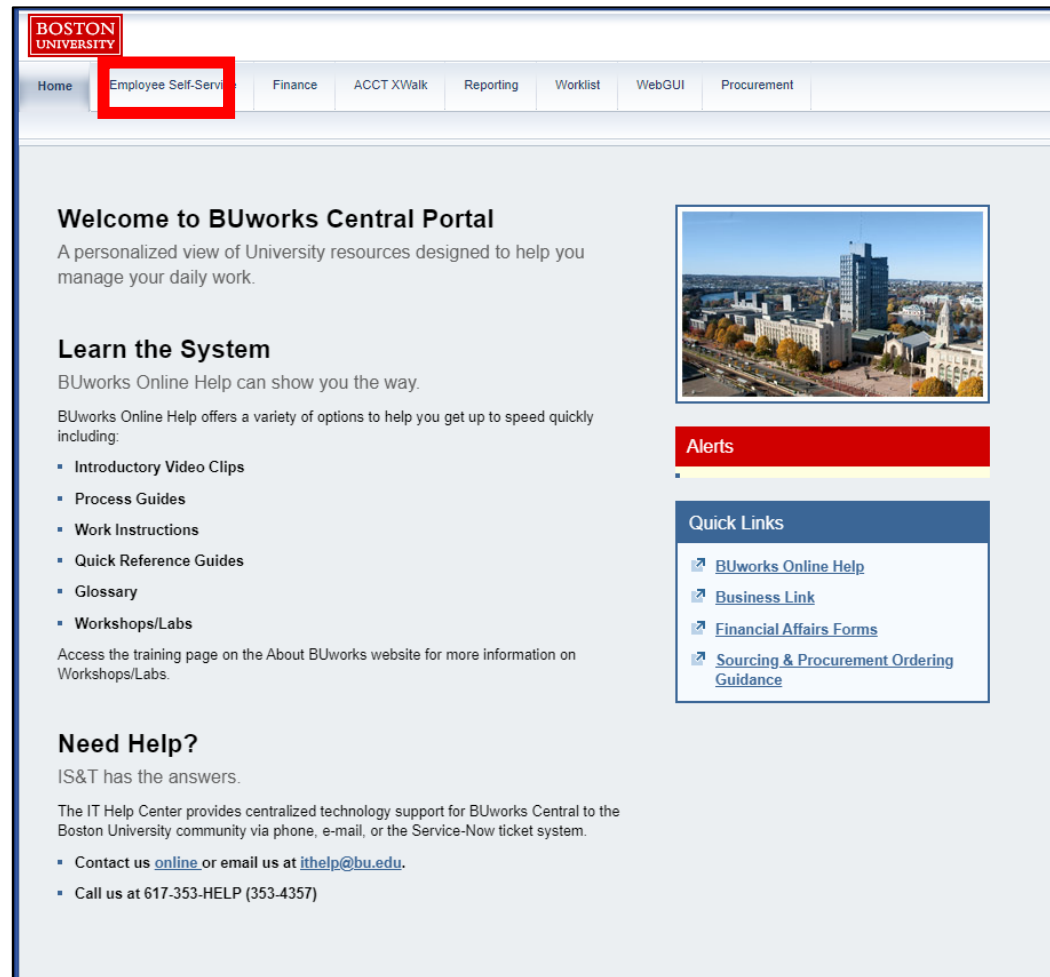
Please Note:

- Mileage reimbursement must be submitted each semester.
- Mileage reimbursement is approved by your department chair:
 - [Eleonora Villegas-Reimers](#): Teaching and Learning;
 - [Yasko Kanno](#): Language and Literacy.
- See “Important” under step six: i.e., you need to include in the Comment box on the report header page that you do **not** work from the BU campus.
- **For technical assistance and questions** regarding the Concur Travel system, please contact [Jean-Claude \(JC\) Regis](#), BU Wheelock’s Finance Manager.
- For all other questions, consult with your program director or department chair.

How to Create a Mileage Expense Report

STEP 1. Go to [BU Works Central Portal](#) & log in with your BU Kerberos ID and password.

STEP 2. Click on “Employee Self Service.”



STEP 3. Click on “Travel and Expense Reimbursements.”

The screenshot displays the Boston University Employee Self-Service portal. At the top, the Boston University logo is on the left, and a navigation bar contains links: Home, Employee Self-Service, Finance, ACCT XWalk, Reporting, Worklist, WebGUI, and Procurement. Below this is an 'Overview' tab. The main section is titled 'Employee Services' and includes a sub-navigation bar with 'Homepage', 'List of Services', and a 'Search' button. The page is organized into a grid of service tiles. The 'Travel and Expense Reimbursements' tile, which features an airplane icon, is highlighted with a red rectangular border. Other visible tiles include 'Time Services' (calendar icon), 'Personal Information' (ID card icon), 'Benefits' (coins icon), 'Work Environment' (document icon), 'Pay' (scales icon), and 'Campus Services' (person with map icon). Each tile contains a brief description and a 'Quick Links' section with specific service links.


BOSTON UNIVERSITY

Home Employee Self-Service Finance ACCT XWalk Reporting Worklist WebGUI Procurement

Overview

Employee Services


Homepage List of Services Search

**Time Services**


Review your time balances and plan your time off. Weekly employees can record working time.

Quick Links

- Time Off Request

**Personal Information**


Manage your addresses, emergency contact, personal data, race/ethnicity/veteran status data. Display your family members and dependents.

**Benefits**


Display the plans in which you are currently enrolled and enroll in new benefit plans.

Quick Links


- BU Benefits Center
- BU Total Rewards and myFITage

**Work Environment**

Display the University property assigned to you.

**Travel and Expense Reimbursements**


Review the University's Travel Policy, apply for a Travel Credit Card, and manage Travel and Expense Reimbursements via Concur.

**Pay**

Display your salary statement and your direct deposit information.

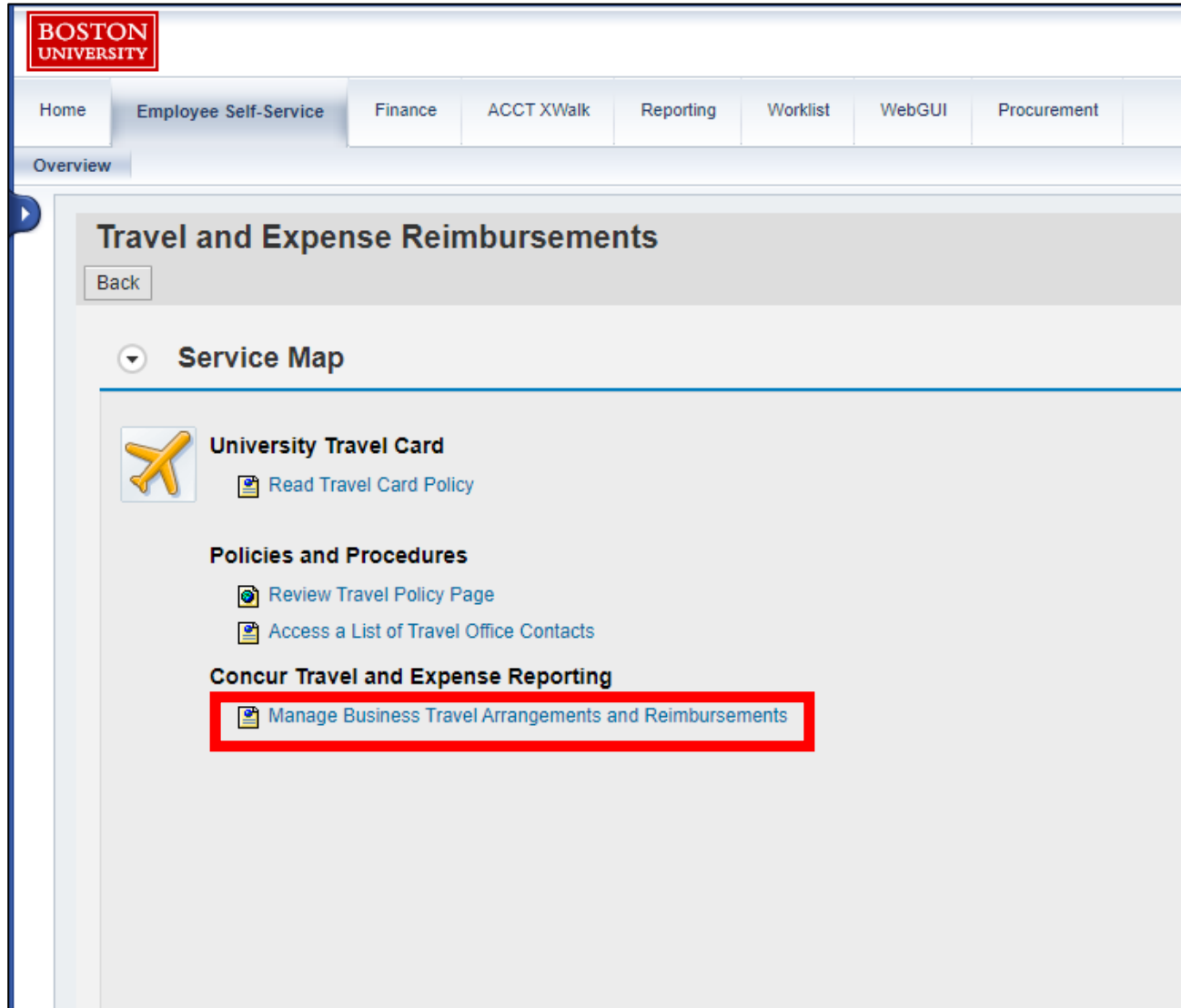
Quick Links

- Salary Statement
- W-2 Display

**Campus Services**

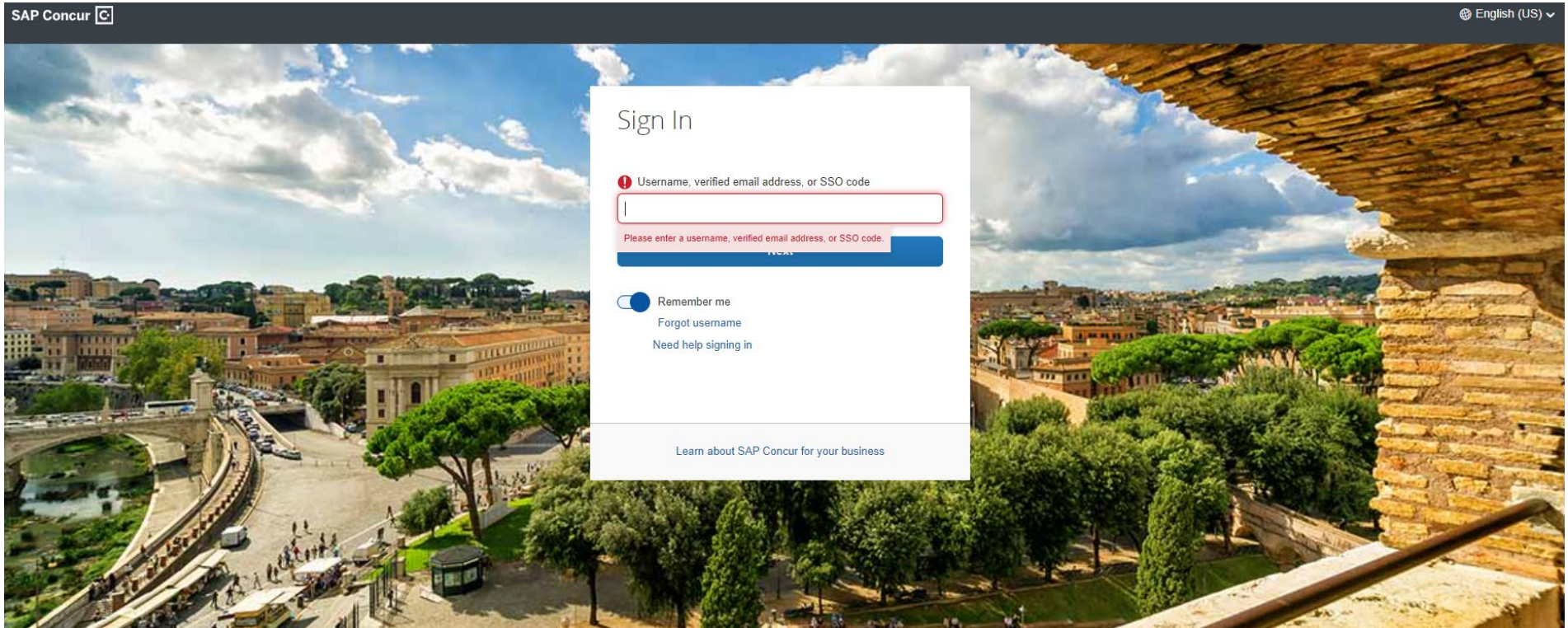
Access non-BUworks self-service functions, such as enrollment for FitRec, Parking Options and Terrier Convenience Plan.

STEP 4. Click on “Manage Business Travel Arrangements and Reimbursements.”



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****Important**** If you see the pop-up below: (a) enter your full BU email address, (b) select “Boston University,” and (c) enter your BU Kerberos username and password.



How to Create a Mileage Expense Report

STEP 5. Click on “Start a Report.”

Concur

Home

?

PA

Create

Start a Request

Start a Report

Authorization Requests

0

View Trips

0

Available Expenses

0

Expense Reports

0

Alerts

1

Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. [Connect to Triplt](#) [Not right now](#)

1

You haven't signed up to receive e-receipts. [Sign up here](#)

Company Notes

IMPORTANT UPDATE:

Effective February 18, 2025, University-Funded **International travel** requires written approval from a Dean or Department Head **AND** a Senior University Leader

It is the traveler's responsibility to secure this approval in writing prior to booking, whether online in Concur, or with a BU Travel Agent. [Additionally, the approval must be attached to the Concur expense report for](#)

[Read More](#)

Booking for myself | [Book for a guest](#)

Flight Search

Round Trip

One Way

Multi City

From

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

6

STEP 6. Add all information (fields highlighted in red below) and then click “Create Report” at the bottom right.

****IMPORTANT****

- Ask your program director or department chair for the Cost Object.
- Enter the semester Start Date and End Date for those fields.
- In the Comments box, indicate that you do **not** work from the BU campus.

Create New Report

Report Name *

Program Supervision Mileage

Trip Purpose *

Local Meeting Expense

1

Travel Classification

Domestic

2

Start Date *

01/18/2024

End Date *

05/01/2024

Report Total

Cost Object *

Does this report charge a grant/sponsored program? *

No

Traveler Type *

Staff

Destination *

*United States

☐ Spousal Travel Included?

☐ Does this trip involve multiple destinations?

Comment


0/500

Indicate here that (a) you do **not** work from the BU campus and (b) this report includes all travel related to the supervision of X number of students for the [Semester Year].

Cancel

Create Report

STEP 7. Click “Add Expense.”

SAP Concur  Expense ▾

[Manage Expenses](#) [Card Transactions](#)

[Home](#) / [Expense](#) / [Manage Expenses](#) / Program Supervisor Mileage

Program Supervisor Mileage \$0.00

Not Submitted | [Report Number: JAMEJ9](#)

[Report Details ▾](#) [Print/Share ▾](#) [Manage Receipts ▾](#) [Travel Allowance ▾](#)

Add Expense

Edit


Delete

Copy

Allocate

Combine Expenses

Move to ▾



STEP 8. Search for and then select “Mileage.”

The screenshot shows a web application interface for adding an expense. At the top, there's a header bar with the title "Add Expense" and a close button (X). Below the header, there are two tabs: "0 Available Expenses" and "+ Create New Expense". The "Create New Expense" tab is active. Below the tabs, there's a search input field containing the text "Mileage". Below the search field, there's a section titled "02. Transportation" with a blue upward arrow icon. Under this section, a search result "Mileage (513500, 513700)" is displayed and highlighted with a red rectangular border. On the left side of the dialog, there's a vertical sidebar with a large "0" and a partially visible "Mo" button.

How to Create a Mileage Expense Report

STEP 9. Add Waypoints to the mileage calculator. The start and end point of each trip can be your home address. Then click “Calculate Route” and at the bottom right, “Add Mileage to Expense.”

****Important**** Only add your trip/s for a given day. You will need to repeat Steps 8-10 for each additional day.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

A Silber Way, Boston, MA 02215, USA 3.2 MI
B 40 Pershing Rd, Jamaica Plain, MA 0 3.6 MI
C Silber Way, Boston, MA 02215, USA
D

☐ Personal
☐ Personal

[Calculate Route](#)

Directions

154 Private Alley 911, Boston, MA 02215, USA
3.2 mi. About 15 mins

1. Head south on Silber Way toward Commonwealth Ave 190 ft
2. Turn right onto Commonwealth Ave 0.3 mi
3. Turn left onto St Mary's St 0.1 mi
4. Turn left onto Mountfort St 259 ft
5. Mountfort St turns right and becomes Park Dr 0.3 mi
6. Turn right onto Riverway 1.1 mi
7. Continue onto Jamaicaaway 0.5 mi
8. Turn left onto Bynner St 0.1 mi
9. Turn right onto S Huntington Ave 0.2 mi
10. Turn right onto Perkins St 0.1 mi
11. Turn left onto Ashcroft St 0.1 mi
12. Turn right onto Moraine St 459 ft
13. Turn left at the 1st cross street onto Pondview Ave 276 ft

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 6.8 MI

[Add Mileage to Expense](#) [Cancel](#)

How to Create a Mileage Expense Report

STEP 10. In “Transaction Date,” enter the date of your trip. In “Purpose of the Trip,” enter Supervision. Then click “Save Expense.”

The screenshot shows the 'Mileage (513500, 513700) \$4.59' form. The breadcrumb trail at the top is 'Home / Expense / Manage Expenses / Program Supervisor Mileage / Mileage (513500, 513700)'. The date '02/01/2024' is displayed. In the top right corner, the 'Save Expense' button is highlighted with a red box. Below the breadcrumb trail, there are tabs for 'Details' and 'Itemizations', with 'Details' being the active tab. A 'Show Receipt' link is also present. The form contains several sections: 'Expense Type' with a dropdown menu showing 'Mileage (513500, 513700)'; 'Transaction Date' with a date picker showing '02/01/2024'; 'Purpose of the Trip' with a dropdown menu showing 'Supervision'; 'From Location' with 'Silber Way, Boston, MA 02215, USA'; 'To Location' with '40 Pershing Rd, Jamaica Plain, MA 02130, USA'; 'Payment Type' with 'Out of Pocket'; 'Distance' with a text input showing '7'; 'Amount' with a text input showing '4.59'; 'Currency' with 'US, Dollar (USD)'; and 'Reimbursement Rates' with 'USD 0.655 per mile'. A 'Comment' section with a text area is at the bottom. At the bottom left, there are 'Save Expense' and 'Cancel' buttons. A red box highlights the 'Transaction Date' field, and another red box highlights the 'Purpose of the Trip' field. A third red box highlights the 'Save Expense' button in the top right corner.

****Important****

- Repeat Steps 8-10 until you have added travel expenses for each day.
- If you see the option to “Save and Add Another,” you may select that as well to add another expense. As noted in Step 8, follow the same process: search for and select “Mileage.”

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Step 11 - Final Step: When all trips have been added: (a) click “Submit Report,” (b) read the Electronic Agreement, and then (c) click “Accept & Continue.”

Home / Expense / Manage Expenses / Program Supervisor Mileage

Program Supervisor Mileage \$4.59

Delete Report

Submit Report

Not Submitted | Report Number: JAMEJ9

Report Details

Print/Share

Manage Receipts

Travel Allowance

View Available Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Mileage (513500, 513700)		02/01/2024	\$4.5
						\$4.5