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.
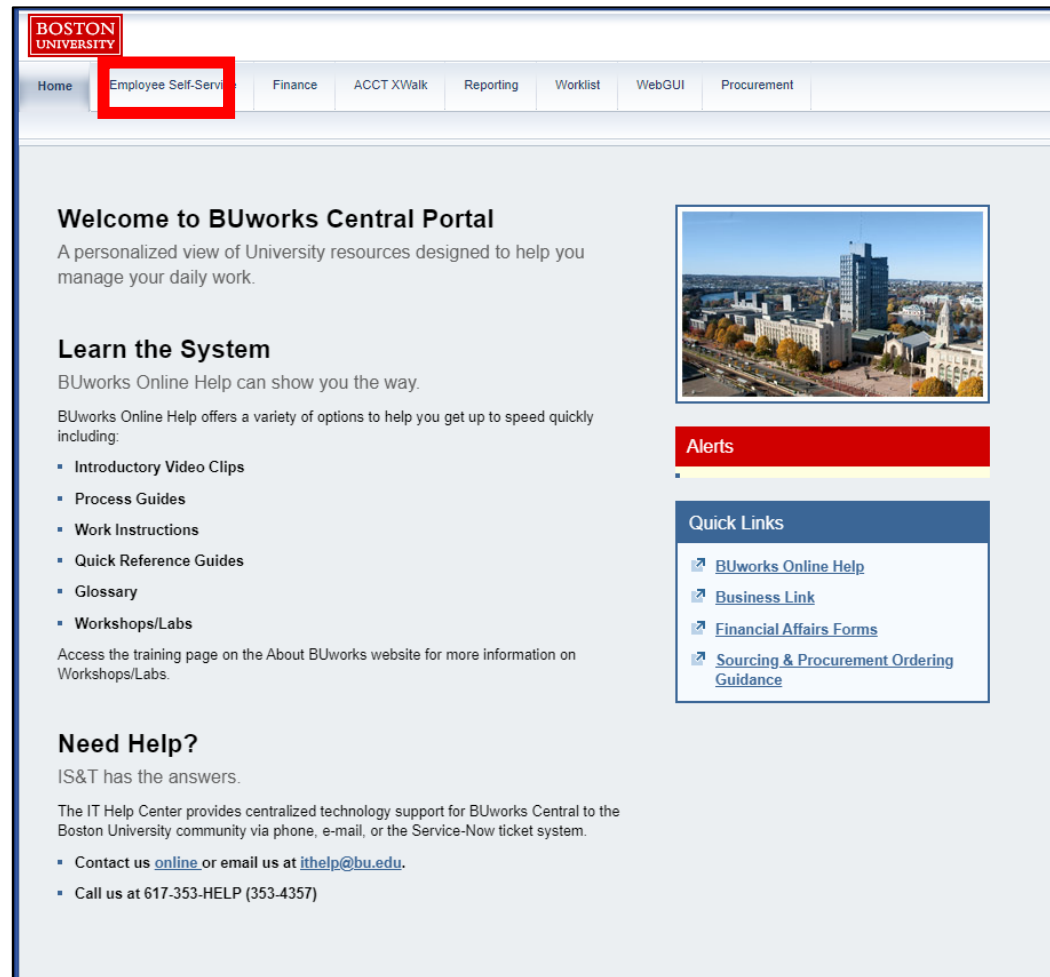
Please Note:

- Mileage reimbursement must be submitted each semester.

- Mileage reimbursement is approved by your department chair:

    o Eleonora Villegas-Reimers: Teaching and Learning;

    o 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.

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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."

STEP 4. Click on "Manage Business Travel Arrangements and Reimbursements."
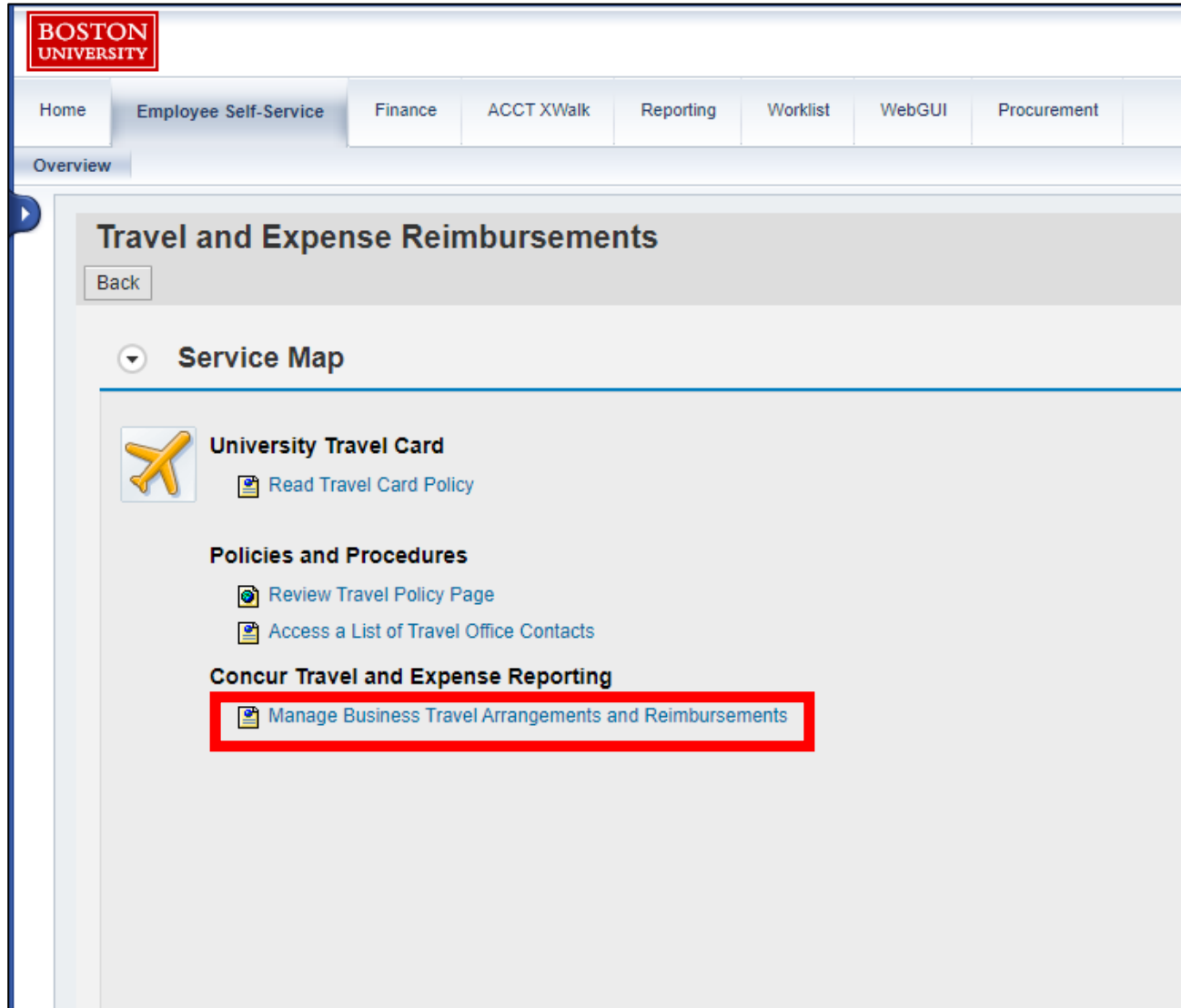
Important If you see the pop-up below: (a) enter your full BU email address, (b) select "Boston University," and (c) enter your BU Kerberos username and password.
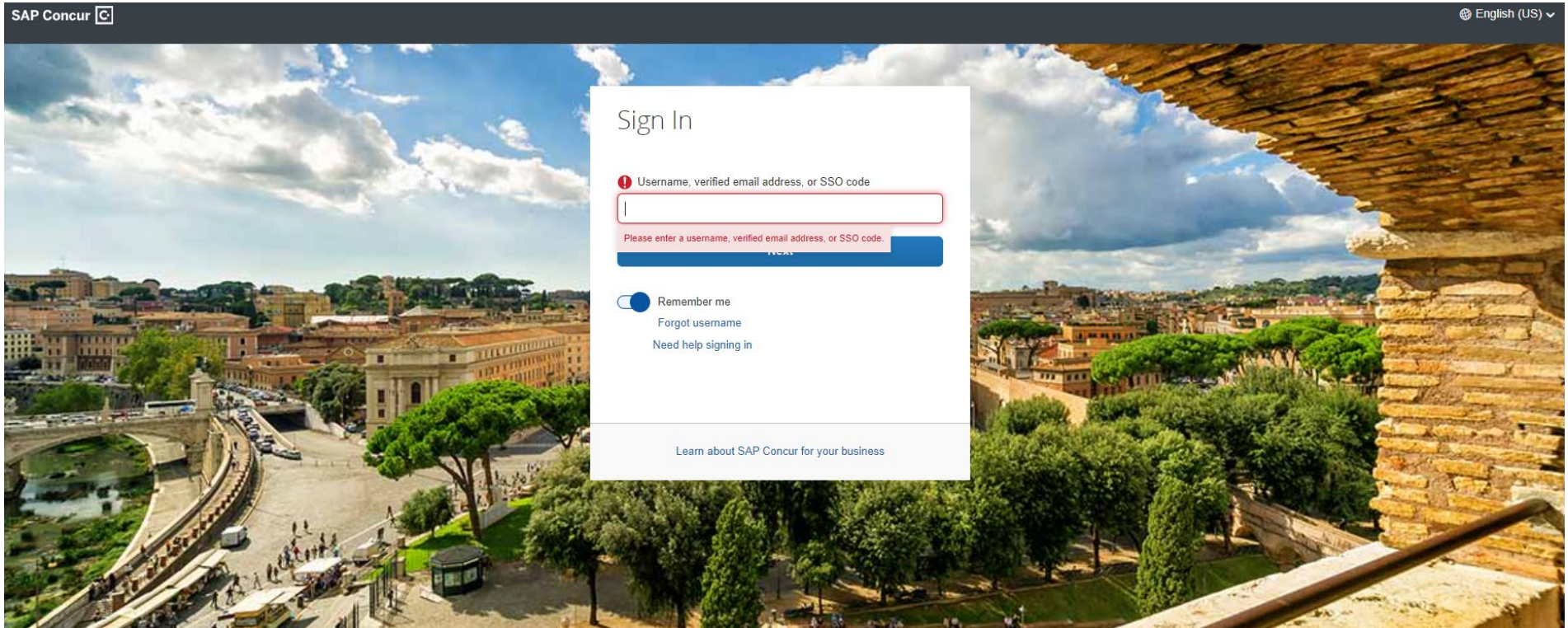
STEP 5. Click on "Start a Report."

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   ✕

                                                                              * Required field

Report Name *	Trip Purpose *	① Travel Classification	② Start Date *
Program Supervision Mileage	Local Meeting Expense ✕ ⌄	Domestic ✕ ⌄	01/18/2024 📅

End Date *	Report Total		❗ Cost Object *
05/01/2024 📅		☐ Spousal Travel Included?	⌄

Does this report charge a grant/sponsored program? *	Traveler Type *	Destination *	
No ⌄	Staff ⌄	*United States ✕ ⌄	☐ 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."

STEP 8. Search for and then select "Mileage."

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.

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

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."

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 Repo | Submit Repo

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 ⌄

☐	Receipt⏷⏶	Payment Type⏷⏶	Expense Type⏷⏶	Vendor Details⏷⏶	Date⏷	Requested⏷
☐		Out of Pocket	Mileage (513500, 513700)		02/01/2024	$4.5
						$4.5

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