Since implementing the Concur system, there have been many questions about the process and the underlying principles in mileage reimbursement. Please be advised that the policy governing mileage reimbursement has not changed, and is based on IRS guidelines which can be found at www.irs.gov. The implementation of our new system, however, has exposed some inconsistent practices that can now be standardized and consistently applied across departments. One underlying principle that is embedded in the policy is that an employee must subtract his/her normal commute miles to and from EMU, from his/her total round trip mileage for any given day. In other words, if your normal commute miles is 20 miles roundtrip (from your home to EMU) and you travel 50 miles today for EMU related work, you would be reimbursed 30 miles [the total trip minus your normal commute miles].

The good news—the Concur system simplifies the process of deducting your commute miles. Follow the directions below and include ALL of your waypoints from the beginning of your trip (home) to the end of your trip (home) and everything in between to record your mileage expense and reimbursement. If you have any questions, please contact Accounts Payable at 7-0022 or accounts_payable@emich.edu

To Record a Mileage Expense and Determine Your Mileage Reimbursement:

1. From New Expense screen, choose Domestic Mileage.

   ![New Expense Screen]

   - **Expense**: Mileage
   - **Recently Used Expense Types**
     - Awards and Gifts (3005)
     - Domestic Mileage (4040)
     - Domestic Hotel (4040)
   - **All Expense Types**
     - Domestic Travel
     - Reduced Domestic Mileage (4040)
     - Reduced Recruiting Mileage (4100)
     - Reduced Recruiting Mileage (4110)
     - Recruiting Mileage (4100)
     - Recruiting Mileage (4110)
     - International Travel
     - Team Travel
     - Team Mileage (4110)
2. The Mileage Calculator should open automatically; if the calculator does not open automatically, click on the Mileage Calculator link.

3. Input every way point you visited during the day. In this example, the employee left from home, came to main campus, visited University of Michigan, and returned home.
4. Choose the “Deduct Commute” button.

5. The Deducted Commute Distance field will appear beneath the Waypoints. If the addresses for Home and Office do not populate automatically, supply the addresses.
6. Check the “Deduct Round Trip” box in the Deducted Commute Distance field.

7. Add the reimbursable mileage to the expense report by clicking on the “Add Mileage to Expense” button.
8. Complete the required fields “Transaction Date” and “Purpose of the Trip.” If any comments are necessary, leave a comment in the Comment field. If you did not deduct round trip commute miles for any reason, leave an explanation in the comment section. Save the expense information.

Note: Commute miles are never reimbursable. Commute miles are the miles you drive back and forth to your work locations (Sunday through Saturday). Work locations include Eastern Michigan Campus in Ypsilanti and all satellite campuses.