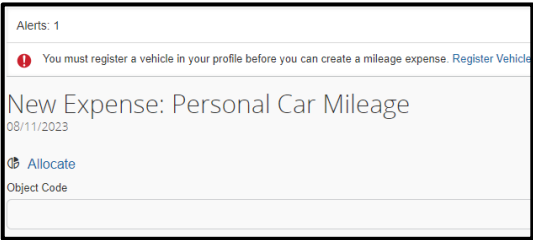
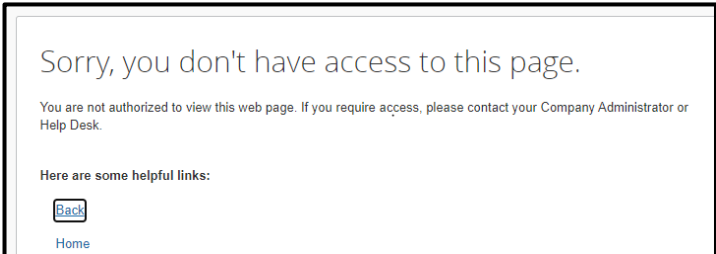
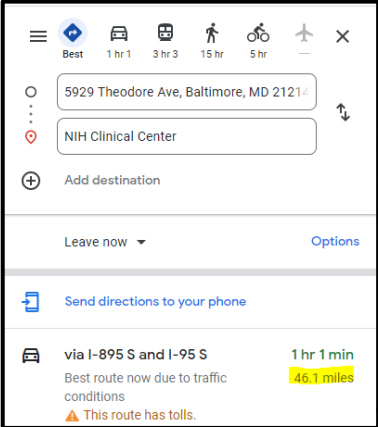
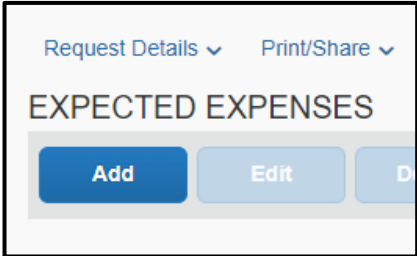


Non-employee Personal Car Mileage in Concur

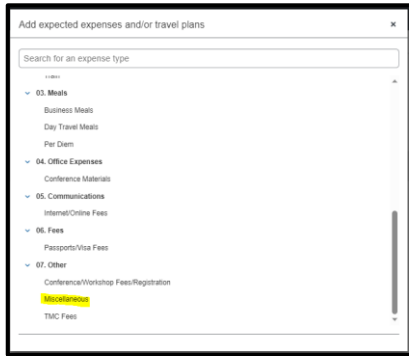
Mileage for Non-Employees in Concur

Non-employee travelers are eligible for mileage but the **Personal Car Mileage Expense Type** and the **Mileage Calculator** in Concur cannot be used. Delegates to non-employees who add the Personal Car Mileage expense type to a travel request will receive an error about not having a vehicle in the traveler’s profile. The Non-employee Concur profile does not include the Vehicle link, so it cannot be added. In place of the Personal Care Mileage Expense Types, delegates should use the **Miscellaneous Expense Type**.

<p>The Error Message On Adding Mileage Expense Type</p>	<p>Error Message on Registering Vehicle</p>
<p>Error: You must register a vehicle...</p> 	<p>Error If you try to Register the Vehicle...</p> 
<p>Access Google Maps and Route the Mileage</p>	<p>Add Mileage to a Non-ee’s Request</p>
<p>Route the Mileage and Multiply it by 2 for round trip, then by GSA mileage rate (0.655). For example, 6X2 = 92 X 0.655 = \$60.26</p> <p>Print this page.</p> 	<p>Click the Add button in the request.</p> 

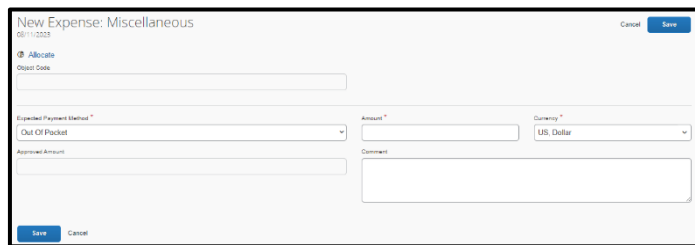
Add Miscellaneous Expense Type

Select the **Miscellaneous Expense Type**.



Complete Miscellaneous Expense Type

Expected Payment Method: Out of Pocket
Amount: Dollar amount for mileage
Comment: Mileage for round trip to NIH, etc. ** Must have a comment.
Click **Save**.



After Travel: Reimbursement via NONPO Invoice Fields

- Create the Traveler as a Supplier in Quantum Financials, as needed
- Add the mileage in to the total for the NONPO Invoice.
- Attach the printed mileage from Google Maps
- Include the printed mileage web page and all other documentation to the [NONPO Invoice Supporting Documentation Submission Webform](#)