

SAP Concur

MILEAGE WITH
PASSENGERS**This step-by-step guide will show you:**

- How to record car mileage with passengers

OVERVIEW

We want to encourage car sharing as much as possible to help reduce our carbon emissions. From the 6 November 2023, anyone claiming mileage will be able to claim an additional rate of 5 pence a mile, per passenger for up to 3 passengers for each journey.

1

ADDING PASSENGERS (WEB)

- Enter your mileage as you normally would
- In the passenger field, enter the number of passengers. This should be no more than 3 and does not include yourself

Vehicle ID *	Distance to Date	Distance *	Number of Passengers
AB12ABA	207	281	2

- Then record your passengers in the 'Name of Passenger(s)' box.

Expense Type *		Transaction Date *		Country *	
Personal Car Mileage		05/10/2023		UNITED KINGDOM (GB)	
Purpose of the Trip *	From Location *	To Location *	Payment Type		
Personal Car Mileage Test	Bury St Edmunds	London	Cash		
Receipt Status *	Cost Centre *	Personal Car Mileage Policy Reminder		Name of Passenger(s)	
No Receipt	(99850) FSS	Entering 'home' to 'home' is not enough detail.		Joe Bloggs, John Smith	

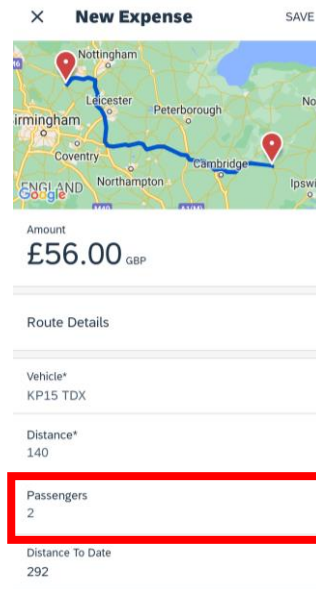


Please note: HMRC rules only allow us to claim back the 5 pence per mile per passenger for employees

2

ADDING PASSENGERS (MOBILE)

- Enter your mileage as you normally would
- In the 'Passengers' field, enter the number of passengers. This should be no more than 3 and does not include yourself



New Expense SAVE

Amount
£56.00 GBP

Route Details

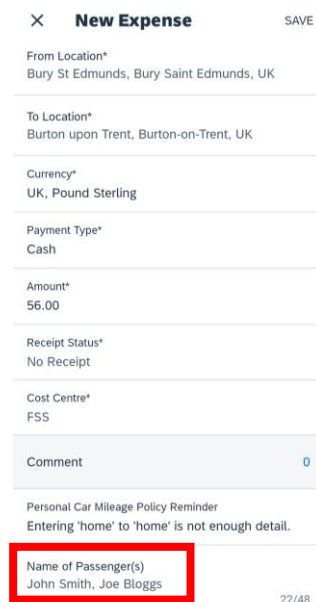
Vehicle*
KP15 TDX

Distance*
140

Passengers
2

Distance To Date
292

- Then record your passengers in the 'Name of Passenger(s)' box. Make sure to list the full first and last name for all passengers.



New Expense SAVE

From Location*
Bury St Edmunds, Bury Saint Edmunds, UK

To Location*
Burton upon Trent, Burton-on-Trent, UK

Currency*
UK, Pound Sterling

Payment Type*
Cash

Amount*
56.00

Receipt Status*
No Receipt

Cost Centre*
FSS

Comment 0

Personal Car Mileage Policy Reminder
Entering 'home' to 'home' is not enough detail.

Name of Passenger(s)
John Smith, Joe Bloggs

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- You can then save the Expense.



For training issues and support with the system please contact Concur Support...



PHONE NUMBERS

01284 843300



EMAIL ADDRESSES

Concur@greeneking.co.uk

The Concur Support team do not set the expense policy, please treat them with respect and show 'We Care'.

Line Managers are unable to override limits that are set out in the policy. Any feedback on policy points should be directed to your Line Manager who can pick this up with HR.