



**This document is an overview for claiming mileage if you have a car allowance**

## OVERVIEW

From 6 November 2023 we've made some changes to the business mileage rates we pay for anyone driving a personal car for business purposes, depending on whether or not they are in receipt of a company car cash allowance.

The existing expense type called 'Personal Car Mileage' should still be used by all **Employees with no company car allowance** and will be paid at the increased rate of £0.30 per mile. Personal cars should still be registered as 'Personal Car'.

**Employees who have opted out of the company car scheme and receive a cash allowance** will need to complete mileage claims differently by using a new expense type called 'Personal Car Mileage – Car Allowance', which will be paid at the existing rate of £0.25 per mile.

On 6 November 2023 when the change is made, where an employee is identified as having a company car opt out allowance the Concur team will amend any existing vehicles to a new car type called 'Personal Car – Car Allowance' and edit any currently open claims to the new expense type to ensure the correct rate is paid.

If you did not have a Car Allowance on 6 November 2023 but you do now, you will need to amend the vehicle details held in Concur from the date you started receiving the company car allowance.

To do this you need to select the vehicle in Concur and change the vehicle type from 'Personal Car' to 'Personal Car - Car Allowance'.

Any expense claims that include mileage dated before your change in circumstances should be submitted before making this change. Once the car type has been changed the new 'Personal Car Mileage – Car Allowance' expense type should be used.

### Important

For mileage claims from 6 November 2023 you are not entitled to claim 'Personal Car Mileage' if you receive a car allowance and must use the new expense type 'Personal Car Mileage – Car Allowance'. Approvers will be checking that this is followed correctly so please ensure your personal car is registered accordingly and the correct personal car mileage expense type is used, depending on your circumstances. The system does have validation in place to help ensure this process is followed correctly and claims will be rejected or any overpayments reclaimed where the incorrect allowance type is used.

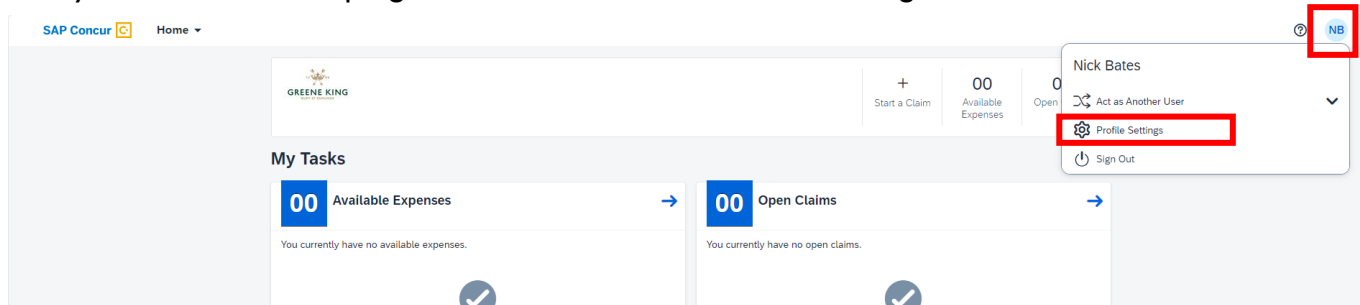


For instructions on how to setup a new vehicle as 'Personal Car – Car Allowance' or change an existing vehicle over, please see the next page.

## SETTING UP A NEW VEHICLE AS 'PERSONAL CAR - (CAR ALLOWANCE)'

**Please note:** This will need to be done on web, it can't be done on Mobile

- a) Whilst logged into Concur, navigate to 'Profile Settings'. This is done by clicking the circle with your initials in the top right hand corner and then 'Profile Settings'



- b) Then click on 'Personal Car', either from the left-hand menu under 'Expense Settings' or on the right-hand side under 'Profile Options'.
- c) Click 'New' and then fill out the Vehicle ID, Car Type (this will be 'Personal Car - Car Allowance') & Engine Size/Fuel Type.
- d) Then tick 'Preferred Car' (if this one is your main car) and then 'Save'

A screenshot of the 'New' vehicle form in SAP Concur. The form has three input fields: 'Vehicle ID', 'Car Type', and 'Engine Size/Fuel Type'. Below these fields is a checkbox labeled 'Preferred Car'. At the bottom are 'Save' and 'Cancel' buttons.

## (HANGING AN EXISTING PERSONAL CAR TO 'PERSONAL CAR - (CAR ALLOWANCE)'

- a) Navigate to the Personal Car section in Profile Settings (as with point a & b above).
- b) Click anywhere on the line of the relevant car and change the dropdown that appears under car type to 'Personal Car - Car Allowance'

A screenshot of the 'New' vehicle form in SAP Concur. The 'Car Type' dropdown menu is open, showing three options: 'Personal Car', 'Personal Car - Car Allowance', and 'Personal Car - Car Allowance'. The 'Vehicle ID' field contains 'AB12ABA' and the 'Engine Size/Fuel Type' field contains 'Car (Diesel - Over 2000cc)'. Below the form is a table with columns 'Vehicle ID', 'Car Type', and 'Active'. The table contains one row with 'AB12ABA', 'Personal Car', and 'Yes'.

- c) Click 'Save'



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



#### PHONE NUMBERS

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#### EMAIL ADDRESSES

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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.