

Concur  
Local Mileage Expense Manual



6. Complete the [Transaction Date](#) and [Mileage Purpose](#) fields then [select Mileage Calculator](#).



7. Add your [Waypoints](#) (to & from) to the Mileage Calculator and click [Make Round Trip](#)

Notes:

If you click [Save and Add Another](#) you can select `CarMileageLocal` from the

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