



FAQ


How to register a Company/Personal car in your profile

SAP Concur

Expense App Centre

Profile

Help



Hello, User.UK

MY TASKS

12 Available Expenses

08/09 Dan Hotels
£509.06

31/08 KUWAIT AIRLINES
£925.69

31/08 VisaPhone
£917.47

31/08 TAN
£371.97

13 Open Claims

01/10 Cash Allowance test
£370.00

17/09 mdunsden
£132,588.54

17/09 abcde
£200.00 Returned

16/09 Petr Melnik Test 01
£15.00

User.UK Test

Profile Settings | Sign Out

Acting as other user

Choose a user

Cancel Start Session

Before introducing Company/Personal car mileage expenses, you must register the car in your profile.

How to register a Company/Personal car in your profile

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Company Car

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Company Car Registration

This page displays all the company cars that have been registered. Click **New** to register another car.

Reimbursement Method: Company Car - Variable Rates

New

Remove

<input type="checkbox"/> Vehicle ID	Engine Size	Active
<input type="checkbox"/> Sav39w	Diesel - 1600cc or less	Yes
<input type="checkbox"/> NA19 ZGK	Petrol - 1401cc to 2000cc	Yes
<input type="checkbox"/> RF65 AFY	Diesel - 1601cc to 2000cc	Yes
<input type="checkbox"/> FE16 JKU	Petrol - 1401cc to 2000cc	Yes
<input type="checkbox"/> GEB123	Diesel - Over 2000cc	Yes
<input type="checkbox"/> ABC123	LPG - 1400cc or less	Yes

Let's introduce a **Company Car**.

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Reimbursement Method: Company Car - Variable Rates

NewRemove

Vehicle ID

Engine Size

Fuel Type

Make & Model

CO2 Emission Rate

Registration Date

☐ Preferred Car

SaveCancel

Vehicle ID	Engine Size	Active
Sav39w	Diesel - 1600cc or less	Yes
NA19 ZGK	Petrol - 1401cc to 2000cc	Yes
RF65 AFY	Diesel - 1601cc to 2000cc	Yes

You need to introduce the Company Car information.

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Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.

Reimbursement Method: Personal Car - Variable Rates

Period for Distance Limits:

Starting Month:

Starting Day:

<input type="checkbox"/> Vehicle ID	Car Type	Accumulated distance to date by Car Type (this period)	Active
<input type="checkbox"/> ABC456	Car	1329	Yes
<input type="checkbox"/> DEF123	Car	1329	Yes
<input type="checkbox"/> ytrtr	Car	1329	Yes

Let's introduce a **Personal Car**.

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Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.

Reimbursement Method: Personal Car - Variable Rates

Period for Distance Limits: Annually

Starting Month: April

NewRemove

Vehicle ID

AMST2512

Car Type

Car

Engine Size/Fuel Type

Car (Petrol - 1401cc to 2000cc)

Initial Business Distance This Year

0

☐ Preferred Car

SaveCancel

Vehicle ID	Car Type	Accumulated distance to date by Car Type (this period)	Active
<input type="checkbox"/> ABC456	Car	1329	Yes
<input type="checkbox"/> DEF123	Car	1329	Yes
<input type="checkbox"/> ytrtr	Car	1329	Yes

You need to introduce the Personal Car information.

How to introduce a Company Car Mileage Expense



Manage Expenses

View Transactions

Cash Allowance test

Delete Claim

Submit Claim

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print / Email

Expenses

Move

Delete

Copy

View

<<

<input type="checkbox"/>	Date	Expense	Amount	Requested
--------------------------	------	---------	--------	-----------

Adding New Expense

New Expense

Available Receipts

*01. Travel: Meals

Breakfast - Individual Meal
Business Meal (Attendees)
Dinner
Individual Meals
Lunch

*02. Travel: Lodging

Hotel

*03. Travel: Aereo Rates

Airfare
Airline Fees

*05. Travel: Ground Transportation

Ground Transportation

*08. Travel: Tolls

Car Maintenance/Repairs
Road Tax and Mersey Gate Toll
Toll/Road Charges Training

*09. Travel: Mileage

Company Car Mileage
Personal Car Mileage

*11. Travel: Other Travel Expenses

Incidentals
Internet/Online Fees
Laundry
Miscellaneous
Parking

...*30. Entertainment

Entertainment- Client
Gifts - Staff

*50. Office Expenses

Courier/Shipping/Freight
Office Equipment/Hardware
Office Supplies/Software
Postage
Printing/Photocopying/Stationery

*60. Communications

Mobile/Cellular Phone
Telephone/Fax

*80. Operational Expenses

When making a Claim/Report, choose a Car Mileage expense

How to introduce a Company Car Mileage Expense



Manage Expenses

View Transactions

Cash Allowance test

Delete Claim

Submit Claim

+ New Expense

+ Quick Expenses

Import Expenses

Details

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Print / Email

Expenses

Move

Delete

Copy

View

<<

New Expense

Receipt Image

Available Receipts

<input type="checkbox"/>	Date	Expense	Amount	Requested
--------------------------	------	---------	--------	-----------

Adding New Expense

View Reimbursement Rates

Expense Type

Company Car Mileage

Transaction Date

02/10/2019

Purpose of the Trip

Cash Allowance test

From Location

Madrid

To Location

Barcelona

Payment Type

Cash

Receipt Status

Receipt

Comment

TOTAL AMOUNT
£0.00

TOTAL REQUESTED
£0.00

Save

Allocate

Attach Receipt

Cancel

Fill out the mandatory fields
and scroll down



How to introduce a Company Car Mileage Expense

SAP Concur Expense App Centre

Manage Expenses View Transactions

Cash Allowance test

+ New Expense + Quick Expenses Import Expenses Details

Expenses

Date	Expense	Amount	Requested
Adding New Expense			

Vehicle ID: Sav39w

Odometer (Start - End): 0 - 3700

Number of Passengers: 2

Total Distance: Amount: 3700 : 370.00 GBP

Distance (Business, Personal): 3700 , 0

Distance to-Date: 0

VAT Number:

TOTAL AMOUNT £0.00 TOTAL REQUESTED £0.00

Save Allocate Attach Receipt

Pick the Car you already introduce in your profile. Remember to introduce a Zero in the Odometer start field.

Click on Save

How to introduce a Company Car Mileage Expense

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Manage Expenses

View Transactions

Cash Allowance test

+ New Expense

+ Quick Expenses

Import Expenses

Details ▾

Receipts ▾

Print / Email ▾

Exceptions

Expense	Date	Amount	Exception
Company Car ...	02/10/2019	£370.00	⚠ Please enter mileage for cash alternative cars in the company mileage section.

Expenses

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	02/10/2019	Company Car Mileage	£370.00	£370.00
		⚠		

TOTAL AMOUNT
£370.00

TOTAL REQUESTED
£370.00

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

✓ Recently Used Expense Types

Company Car Mileage

Hotel

Breakfast - Individual Meal

Taxi

Entertainment - Client

To avoid confusions between the **Company** and the **Personal Car Mileage**. Once you submit a Car Mileage expenses, an **informative message will appear**, so the user will know **where to enter it**.

- **Mileage**

- All mileage claims must have a VAT receipts that covers the journey they are claiming for (except fully electric vehicles – see exceptions). You cannot complete a no receipt declaration for these. If you have a cash allowance instead of a Company Car you need to claim reimbursement for mileage by using the Company car mileage section to ensure you are correctly reimbursed. **Personal car mileage claims** are only for those individuals who have neither a company car nor cash allowance.

- **Car/Van drivers – personal mileage (*09. Travel: Mileage)**

- Company Car/ Car Allowance – If someone has a company car, should be claiming as company car mileage, not personal. Anyone identified as a car driver and claiming personal mileage is basically being overpaid, people will get 45p per mile instead of the fuel advisory rate for the car.
- Van drivers - The full amount can be claimed if the employee has a fuel card, but has lost it or does not have it on them for some reason. Also where they may have a hire van or additional vans required by the business. If the employee does not have a fuel card and has a company van then the company mileage section should be used.

- **Travel Fuel Expense (*14. Travel: Fuel)**

- **Company car or car allowance – No Fuel card** – Drivers should all be claiming fuel as a company car driver (*09. Travel: Mileage) and being reimbursed the fuel advisory ppm rates.
- **Not a company driver** – Not identified as a company car or van driver but if it's a business journey then the employee should simply be claiming (*09. Travel: Mileage) as personal car mileage, 45p per mile.

- **Receipts**

- Please ensure you obtain a VAT receipt for all fuel expenditure so that if you claim any mileage allowances the company can reclaim the VAT, which helps reduce unnecessary cost to the business. We cannot process the claim without these or need manager approval as this is extra cost for the Company.

- **Exceptions**

- fully electric car – will not have usual fuel VAT receipts

Rates for personal car

*CMX UK Personal Car

<div>SaveNewRemove</div>					
Car Type	Effective Date	End Date	Rate 1 to 10000	Rate over 10000	Rate Per Passe...
Car	06/04/2011		0.45	0.25	0

Rates for company car



*CMX UK Company Car

Save

New

Remove

Engine Size	Effective Date ▼	End Date	Rate
Petrol - 1400cc or less	01/06/2022		0.14
Petrol - 1401cc to 2000cc	01/06/2022		0.17
Petrol - Over 2000cc	01/06/2022		0.25
Diesel - Over 2000cc	01/06/2022		0.19
Diesel - 1600cc or less	01/06/2022		0.13
Diesel - 1601cc to 2000cc	01/06/2022		0.16
Fully Electric	01/12/2021		0.05



Thank you!

Visit our [SharePoint site](#) to review more training materials!

SAP Concur 

 CEMEX