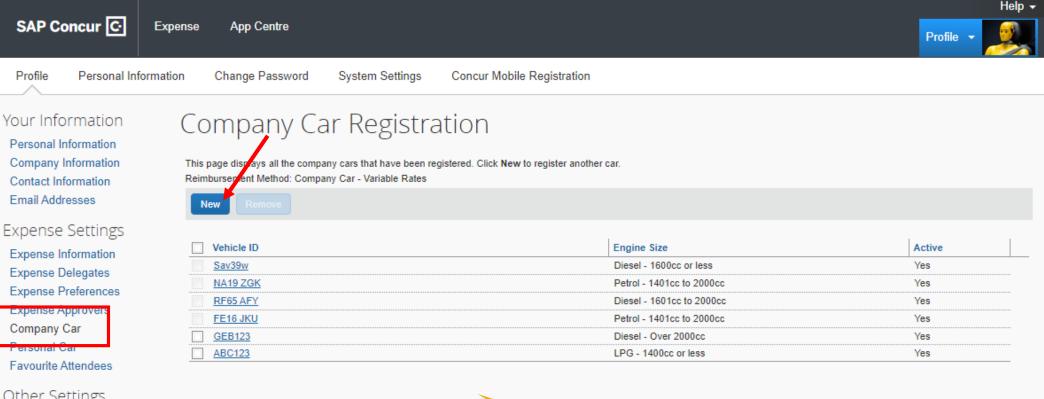






SAP Concur C Expense App Centre	Help - Profile -
Hello, User.UK Comp	ere introducing any/Personal car be expenses, you Cla User.UK Test Profile Settings   Sign Out Cla
MY TASKS must reg	profile.
12 Available Expenses	→ 13 Open Claims Cancel Start Session
08/09 Dan Hotels	01/10 Cash Allowance test
£509.06	£370.00
31/08 KUWAIT AIRLINES	17/09 mdunsden
£925.69	£132,588.54
31/08 VisaPhone	17/09 abcde
£917.47	£200.00 Returned
31/08 TAN	16/09 Petr Melník Test 01
£371.97	£15.00

SAP Concur C

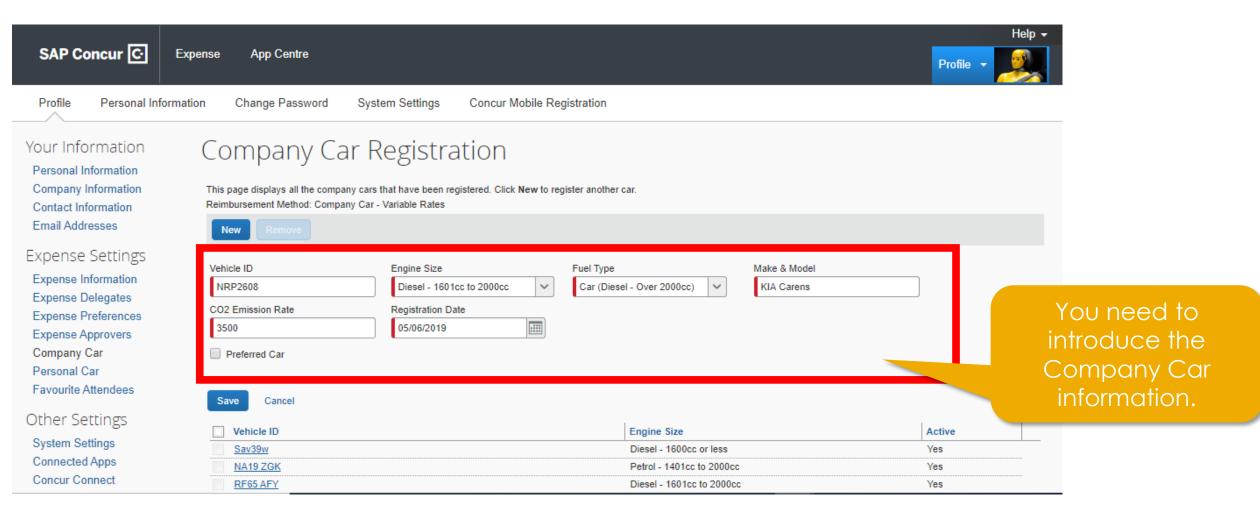


Other Settings System Settings Connected Apps Concur Connect

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





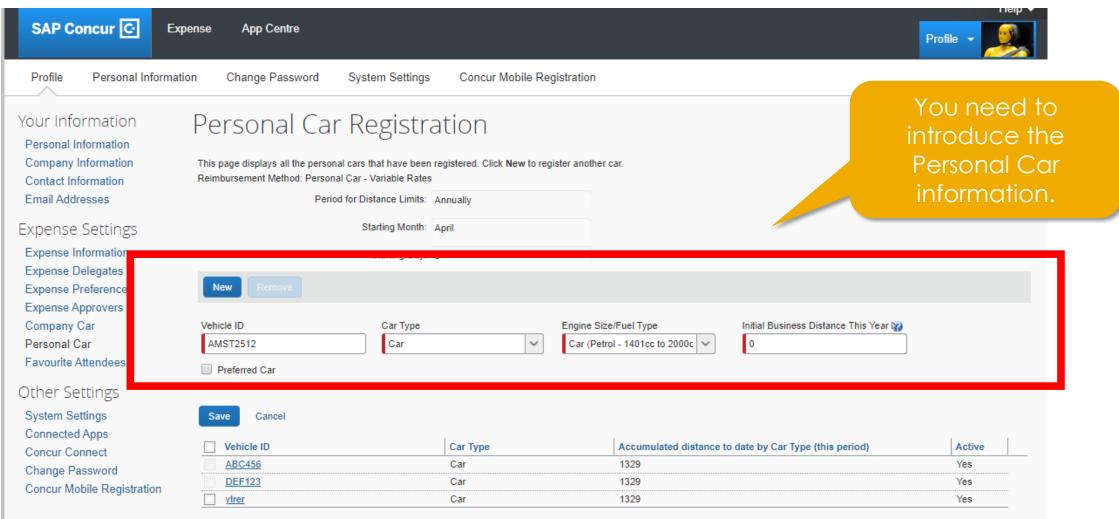




SAP Concur 🖸	Expense App Centre			Help - Profile -
Profile Personal In	formation Change Password Syste	m Settings Concur Mobile Reg	istration	
Your Information Personal Information	Personal Car Re	gistration		
Company Information Contact Information	This page displays all the personal cars th Reimbursement Method: Personal Car - V	at have been registered. Click <b>New</b> to regis ariable Rates	ster another car.	
Email Addresses	Period for Dist	ance Limits: Annually		
Expense Settings	Sta	rting Month: April		
Expense Information	5	Starting Day: 6		
Expense Delegates Expense Preferences	New Remove			
Expense Approvers				
Company Car	Vehicle ID	Car Type	Accumulated distance to date by Car Type (this period)	Active
Personal Car	ABC456	Car	1329	Yes
Eavourite Attendees	DEF123	Car	1329	Yes
Other Settings	<u>ytrer</u>	Car	1329	Yes
	Let's introduc	e a <b>Personal Car</b> .		

CEMEX









SAP Concur 🔄 Expense App Centre			Help 🗸 Profile 👻
Manage Expenses View Transactions Cash Allowance test + New Expense + Quick Expenses Import Expenses Details * Receipts * Print / E Expenses Move * Delete Copy View * « New	When ma Claim/R choose Mileage e	eport, a Car	Delete Claim Submit Claim
Date ▼     Expense     Amount     Requested       Adding New Expense	*01. Travel: Meals Breakfast - Individual Meal Business Meal (Attendees) Dinner Individual Meals Lunch *02. Travel: Lodging Hotel *03. Travel: Aereo Rates Airfare 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 Fersonal Car Mileage *11. Travel: Other Travel Expenses Incidentals Internet/Online Fees Laundry Miscellaneous Parking	Available Receipts *30. Entertaiment 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

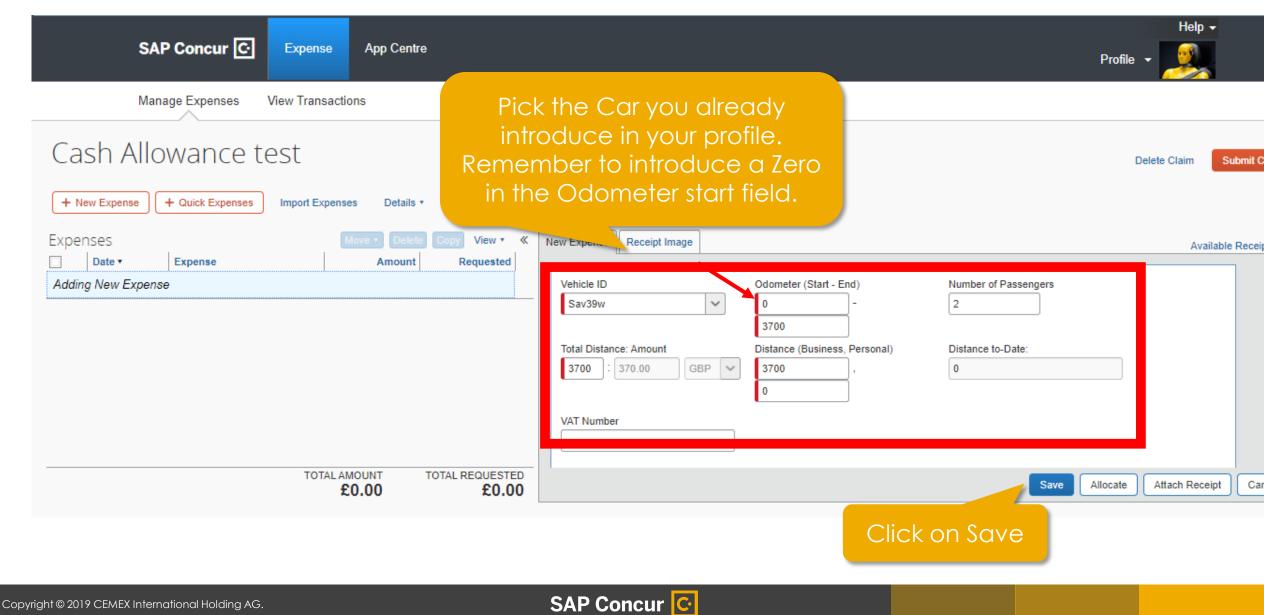




SAP Concur 💽 Expense App Centre		Help - Profile -
Manage Expenses View Transactions		
Cash Allowance test	out the mandatory fields and scroll down	Delete Claim Submit Claim
+ New Expense     + Quick Expenses     Import Expenses     Details •     Receipts •       Expenses     Move •     Delete     Copy     View •       Date •     Expense     Amount     Requested	Print / Email *	Available Receipts
Adding New Expense	View Reimbursement Rates         Expense Type       Transaction Date         Company Car Mileage       02/10/2019         From Location       To Location	Purpose of the Trip Cash Allowance test Payment Type
	Madrid     Barcelona       Receipt Status     Comment       Receipt	Cash
TOTAL AMOUNT TOTAL REQUESTE <b>£0.00</b>		Save Allocate Attach Receipt Cancel









SAP Concur 🔄 Expense App Centre	To avoid confusions between the
Manage Expenses View Transactions	Company and the Personal Car Mileage.
Cash Allowance test + New Expense + Quick Expenses Import Expenses Details * Receipts * Print / Email *	Once you submit a Car Mileage expenses, an <b>informative message will</b> <b>appear</b> , so the user will know <b>where to</b> <b>enter it.</b>
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 Move T Delete Copy View T & New Expense	Available Receipts
Date ▼     Expense     Amount     Requested       Adding New Expense     Expense     Expense       02/10/2019     Company Car Mileage     £370.00     £370.00       ▲ ②     Company Car Mileage     £370.00     £370.00	click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the field above.
TOTAL AMOUNT TOTAL REQUESTED £370.00 Company Car Mileage	Expense Types Hotel Breakfast - Individual Meal Extent client



## General information



#### • 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

Save New Remove					
Car Туре	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 C.

