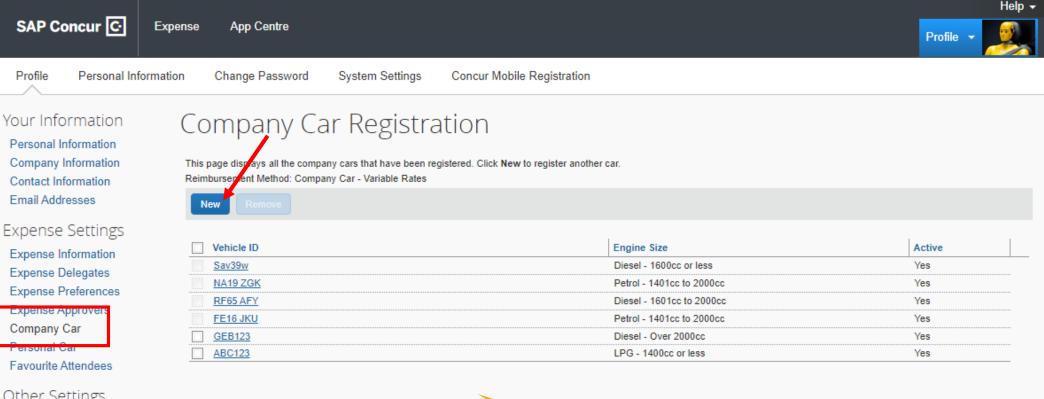






| SAP Concur C Expense App Centre | Help - Profile - |
|---------------------------------|--|
| Hello, User.UK Comp | ere introducing any/Personal car be expenses, you Cla User.UK Test Profile Settings Sign Out Cla |
| MY TASKS must reg | profile. |
| 12 Available Expenses | → 13 Open Claims Cancel Start 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

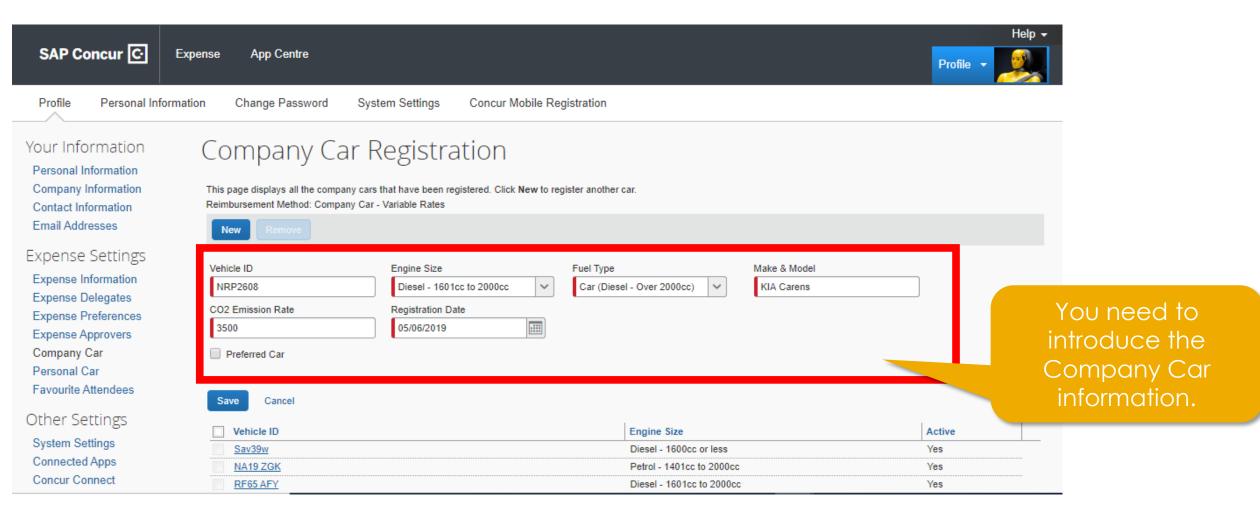


Other Settings System Settings Connected Apps Concur Connect

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





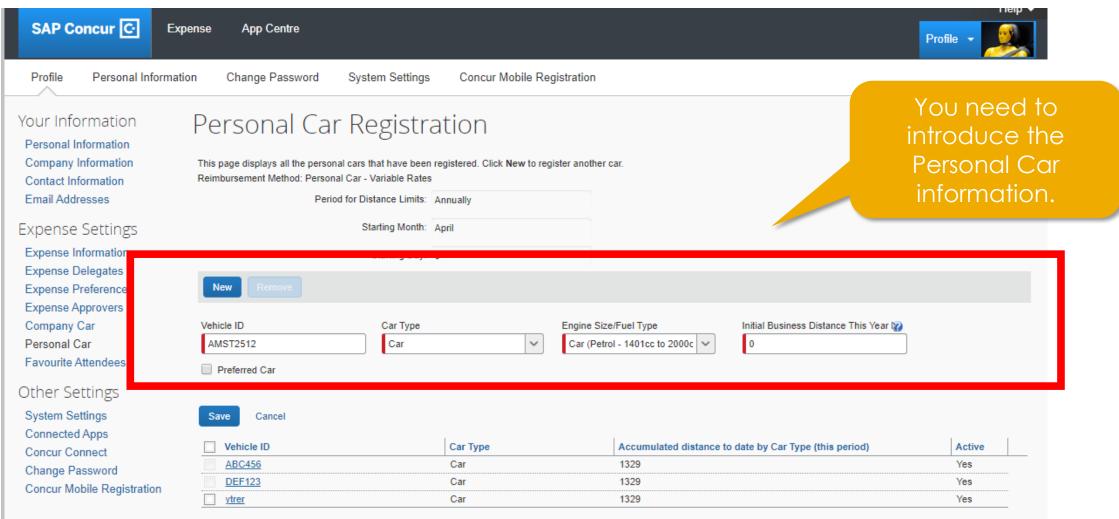




| SAP Concur 🖸 | Expense App Centre | | | Help - Profile - |
|--|---|---|--|------------------|
| Profile Personal In | formation Change Password Syste | m Settings Concur Mobile Reg | istration | |
| Your Information Personal Information | Personal Car Re | gistration | | |
| Company Information Contact Information | This page displays all the personal cars th Reimbursement Method: Personal Car - V | at have been registered. Click New 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 Personal Car . | | |

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 |

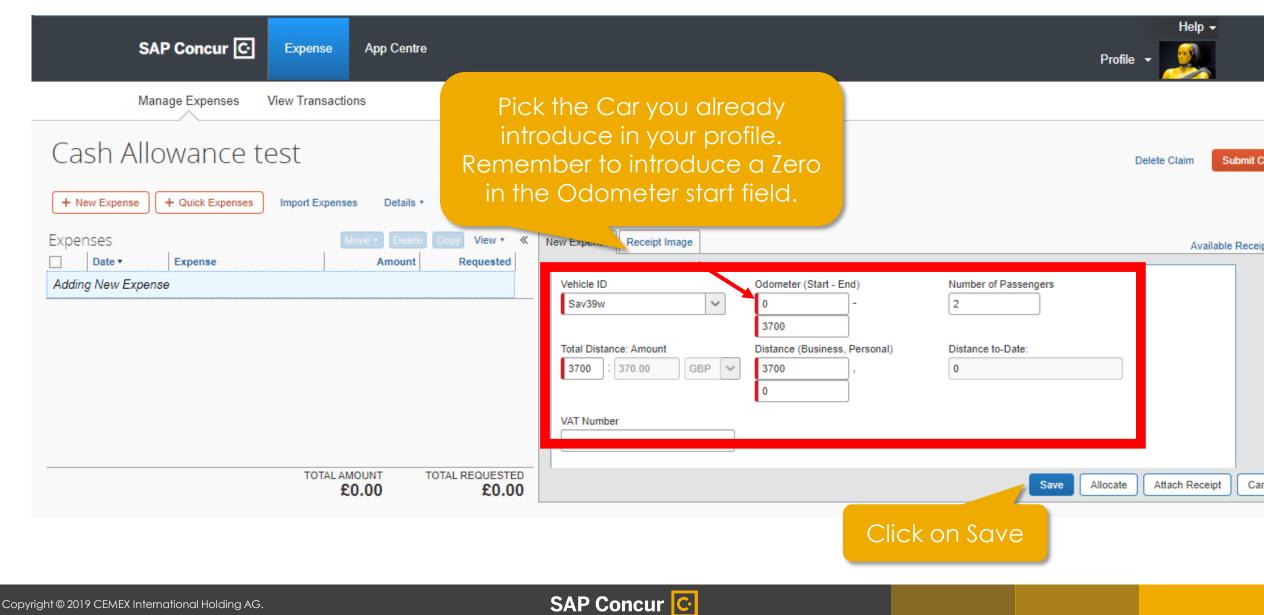




| SAP Concur 💽 Expense App Centre | | Help - Profile - |
|--|---|--|
| Manage Expenses View Transactions | | |
| Cash Allowance test | out the mandatory fields and scroll down | Delete Claim Submit Claim |
| + New Expense + Quick Expenses Import Expenses Details • Receipts • Expenses Move • Delete Copy 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 £0.00 | | 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 informative message will appear , so the user will know where to enter it. |
| 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



| Fuel Type | Engine size | Rate From 1 Mar 2023 | Rate From 1 Jun 2023 |
|----------------|------------------|----------------------|----------------------|
| | 1400cc or less | 13p | 13p |
| Petrol | 1401cc to 2000cc | 15p | 15p |
| | Over 2000cc | 23p | 23p |
| | 1600cc or less | 13p | 12p |
| Diesel | 1601cc to 2000cc | 15p | 14p |
| | Over 2000cc | 20p | 18p |
| Fully Electric | Not Applicable | <mark>9</mark> p | <mark>9</mark> p |

Hybrid cars are treated as either petrol or diesel for advisory fuel rates.





Thank you!

Visit our **SharePoint site** to review

more training materials!

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