



# FAQ

# How to register a Company/Personal car in your profile



SAP Concur Expense App Centre

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

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

User.UK Test

Profile Settings | Sign Out

Acting as other user ?

Choose a user

Cancel Start Session

# How to register a Company/Personal car in your profile

SAP Concur Expense App Centre Profile Help

Profile Personal Information Change Password System Settings Concur Mobile Registration

## Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

## Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvals**
- Company Car**
- Personal Car
- Favourite Attendees

## Other Settings

- System Settings
- Connected Apps
- Concur Connect

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

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

# How to register a Company/Personal car in your profile

SAP Concur Expense App Centre Profile Help

Profile Personal Information Change Password System Settings Concur Mobile Registration

## Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

## Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Personal Car
- Favourite Attendees

## Other Settings

- System Settings
- Connected Apps
- Concur Connect

### 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

Vehicle ID:  Engine Size:  Fuel Type:  Make & Model:

CO2 Emission Rate:  Registration Date:

Preferred Car

**Save** Cancel

Vehicle ID	Engine Size	Active
<input type="checkbox"/> <a href="#">Sav39w</a>	Diesel - 1600cc or less	Yes
<input type="checkbox"/> <a href="#">NA19 ZGK</a>	Petrol - 1401cc to 2000cc	Yes
<input type="checkbox"/> <a href="#">RF65 AFY</a>	Diesel - 1601cc to 2000cc	Yes

You need to introduce the Company Car information.

# How to register a Company/Personal car in your profile

SAP Concur Expense App Centre Profile Help

Profile Personal Information Change Password System Settings Concur Mobile Registration

## Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

## Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Personal Car**
- Favourite Attendees

## Other Settings

### 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"/> <a href="#">ABC456</a>	Car	1329	Yes
<input type="checkbox"/> <a href="#">DEF123</a>	Car	1329	Yes
<input type="checkbox"/> <a href="#">ytrtr</a>	Car	1329	Yes

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

# How to register a Company/Personal car in your profile

**SAP Concur** Expense App Centre Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration

## Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

## Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Personal Car
- Favourite Attendees

## Other Settings

- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Concur Mobile Registration

### 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:

Vehicle ID:  Car Type:  Engine Size/Fuel Type:  Initial Business Distance This Year:

Preferred Car

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

<<

New Expense

Available Receipts

<input type="checkbox"/>	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
- 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

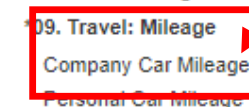
- Courier/Shipping/Freight
- Office Equipment/Hardware
- Office Supplies/Software
- Postage
- Printing/Photocopying/Stationery

### \*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

Receipts

Print / Email

Fill out the mandatory fields and scroll down

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	Transaction Date	Purpose of the Trip
Company Car Mileage	02/10/2019	Cash Allowance test
From Location	To Location	Payment Type
Madrid	Barcelona	Cash
Receipt Status	Comment	
Receipt		

TOTAL AMOUNT  
£0.00

TOTAL REQUESTED  
£0.00

Save

Allocate

Attach Receipt

Cancel



# 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

SAP Concur Expense App Centre

Manage Expenses View Transactions

## Cash Allowance test

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

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

Expenses

Date	Expense	Amount	Requested
02/10/2019	Company Car Mileage	£370.00	£370.00

TOTAL AMOUNT £370.00 TOTAL REQUESTED £370.00

New Expense

Expense

Recently Used Expense Types

Company Car Mileage	Hotel	Breakfast - Individual Meal
Taxis	Entertainment - Client	

Submit Claim

Hide Exceptions

Help

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.
  - Lost Fuel card/no fuel card at time of purchase - full value can be claimed on this category.
  - Fuel card is for different vehicle – When you usually have a fuel card for your company vehicle but currently using a replacement vehicle.
  - 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 – It will not be possible to obtain VAT receipts for fully electric vehicles or the electric portion of hybrid (part fuel/part electric) vehicles. The current rate for claiming business miles on electric vehicles is 9 pence per mile per the latest HMRC guidelines.

# Rates for personal car



\*CMX UK Personal Car

Save	New	Remove				
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



Fuel Type	Engine size	Rate From 1 Mar 2024	Rate From 1 Jun 2024
Petrol	1400cc or less	13p	14p
	1401cc to 2000cc	15p	16p
	Over 2000cc	24p	26p
Diesel	1600cc or less	12p	13p
	1601cc to 2000cc	14p	15p
	Over 2000cc	19p	20p
Fully Electric	Not Applicable	9p	8p

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



# Thank you!

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

SAP Concur

