
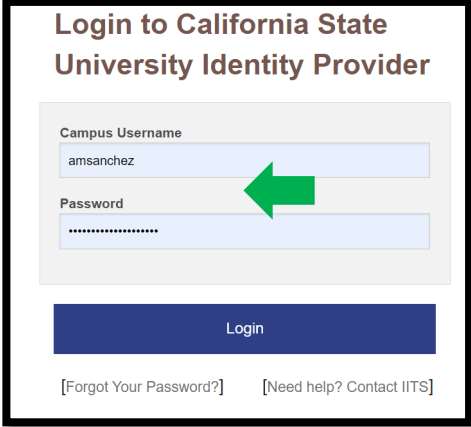
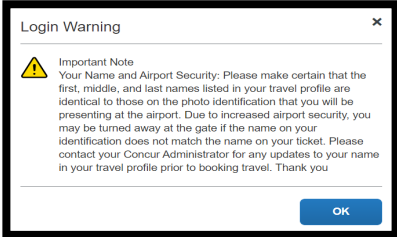
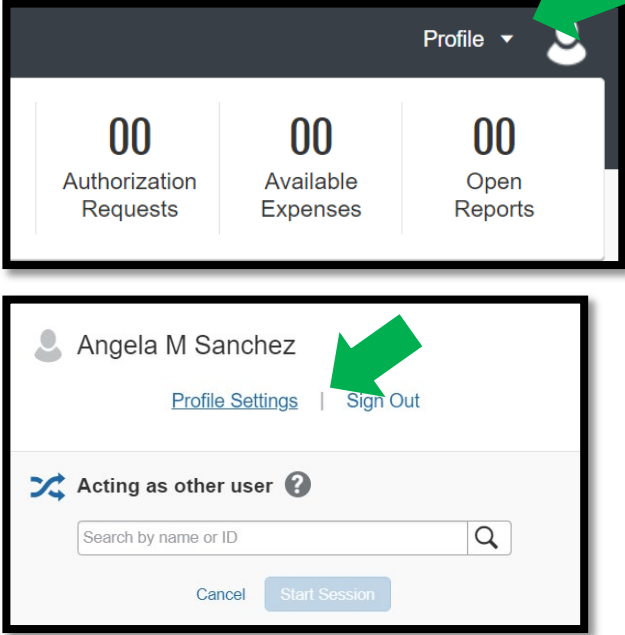
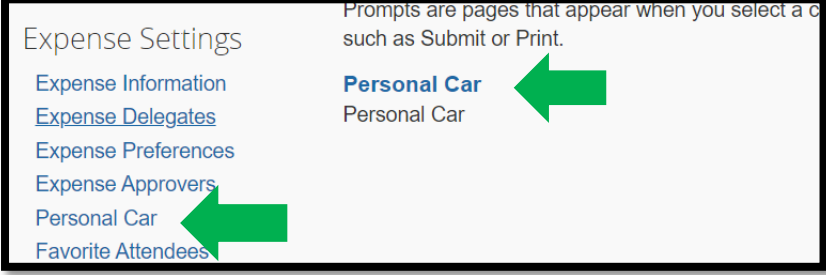
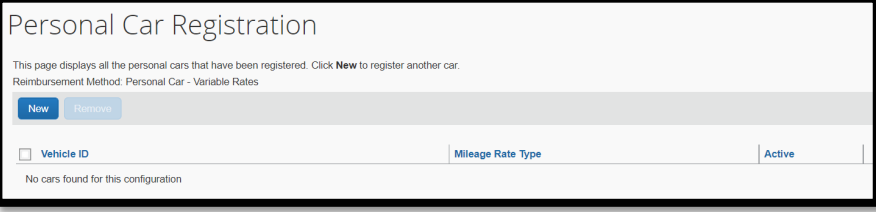
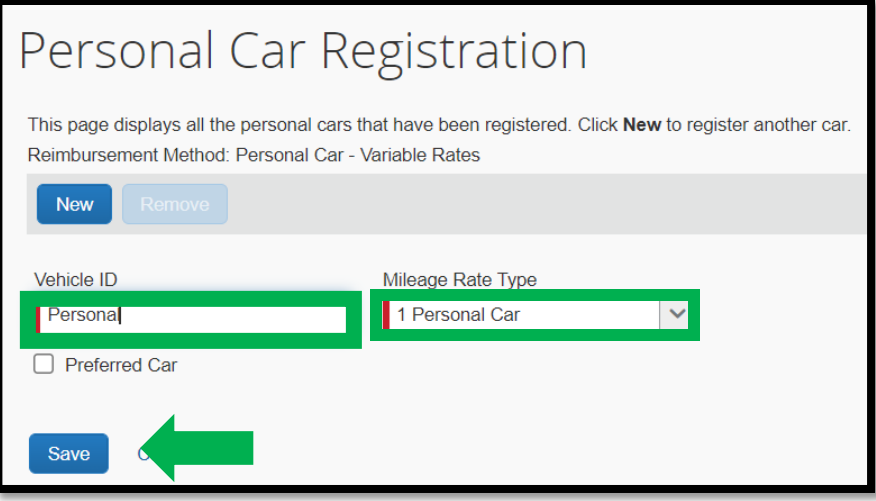
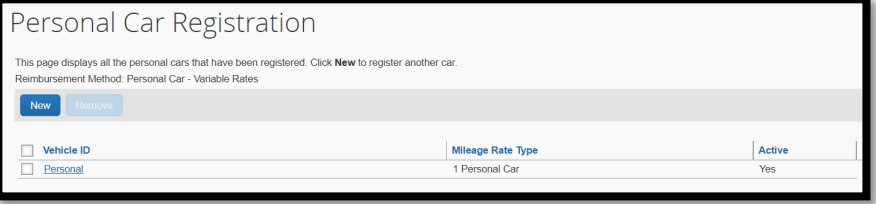


# Concur Personal Car

## How to enter Personal Car Information for Mileage Expenses:

Processing Steps	Screenshot
Log in to concur using this link.	<a href="#">Concur Log in</a> 
Enter CSUSM Credentials. Hit log in.	
Concur warning updates, click ok.	
Go to the right-hand corner, click <b>Profile</b> , and then <b>Profile Settings</b> .	

# Concur Personal Car

<p>Click the <b>Personal Car</b> tab.</p> <p>(both links route to the same location)</p>	<p>Expense Settings</p> <ul style="list-style-type: none"><li>Expense Information</li><li>Expense Delegates</li><li>Expense Preferences</li><li>Expense Approvers</li><li><b>Personal Car</b></li><li>Favorite Attendees</li></ul> <p>Prompts are pages that appear when you select a o such as Submit or Print.</p> <p><b>Personal Car</b> Personal Car</p> 						
<p>Click on <b>new</b></p>	<p>Personal Car Registration</p> <p>This page displays all the personal cars that have been registered. Click <b>New</b> to register another car. Reimbursement Method: Personal Car - Variable Rates</p> <p><input type="button" value="New"/> <input type="button" value="Remove"/></p> <table border="1"><thead><tr><th>Vehicle ID</th><th>Mileage Rate Type</th><th>Active</th></tr></thead><tbody><tr><td colspan="3">No cars found for this configuration</td></tr></tbody></table> 	Vehicle ID	Mileage Rate Type	Active	No cars found for this configuration		
Vehicle ID	Mileage Rate Type	Active					
No cars found for this configuration							
<p><b>Vehicle ID</b>, type <b>Personal</b> and select <b>1 Personal Car</b> from the drop down.</p> <p>Click <b>Save</b>.</p>	<p>Personal Car Registration</p> <p>This page displays all the personal cars that have been registered. Click <b>New</b> to register another car. Reimbursement Method: Personal Car - Variable Rates</p> <p><input type="button" value="New"/> <input type="button" value="Remove"/></p> <p>Vehicle ID: <input type="text" value="Personal"/> Mileage Rate Type: <input type="text" value="1 Personal Car"/></p> <p><input type="checkbox"/> Preferred Car</p> <p><input type="button" value="Save"/></p> 						
<p>Select this car when expensing mileage claims.</p>	<p>Personal Car Registration</p> <p>This page displays all the personal cars that have been registered. Click <b>New</b> to register another car. Reimbursement Method: Personal Car - Variable Rates</p> <p><input type="button" value="New"/> <input type="button" value="Remove"/></p> <table border="1"><thead><tr><th>Vehicle ID</th><th>Mileage Rate Type</th><th>Active</th></tr></thead><tbody><tr><td><input type="checkbox"/> Personal</td><td>1 Personal Car</td><td>Yes</td></tr></tbody></table> 	Vehicle ID	Mileage Rate Type	Active	<input type="checkbox"/> Personal	1 Personal Car	Yes
Vehicle ID	Mileage Rate Type	Active					
<input type="checkbox"/> Personal	1 Personal Car	Yes					