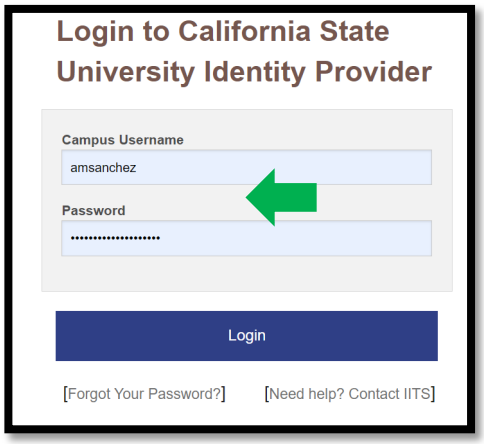
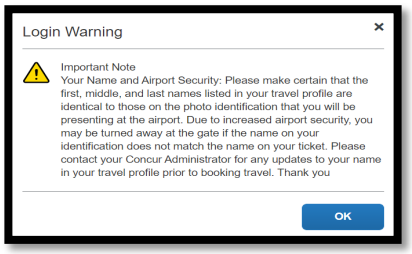
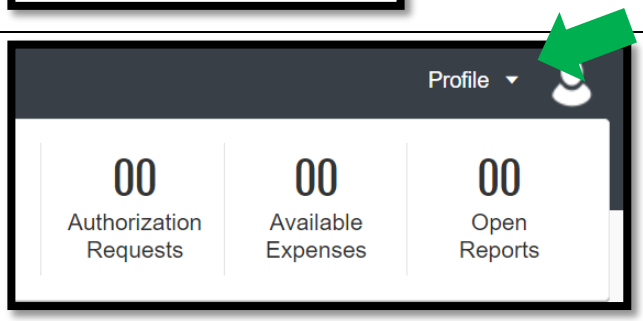
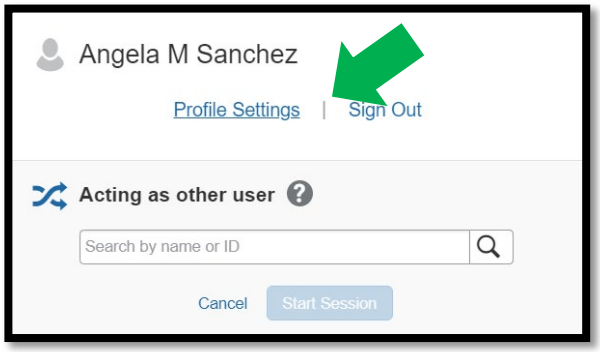
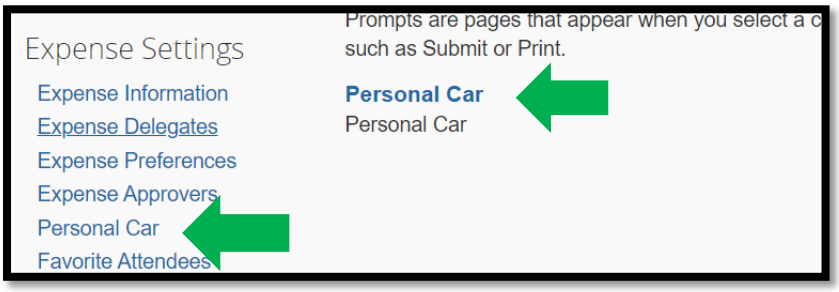
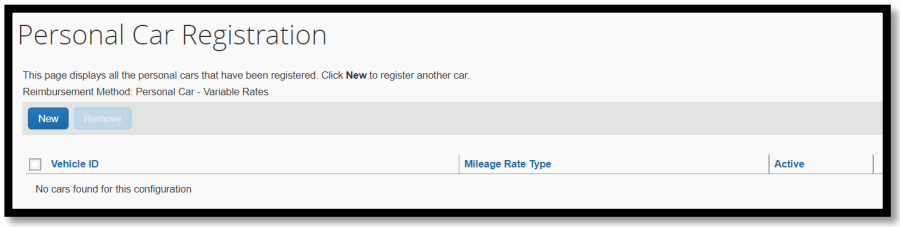
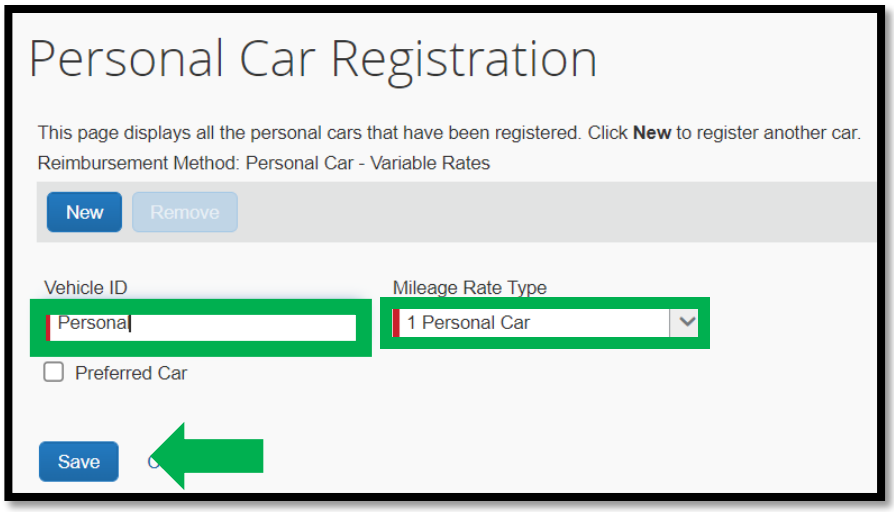
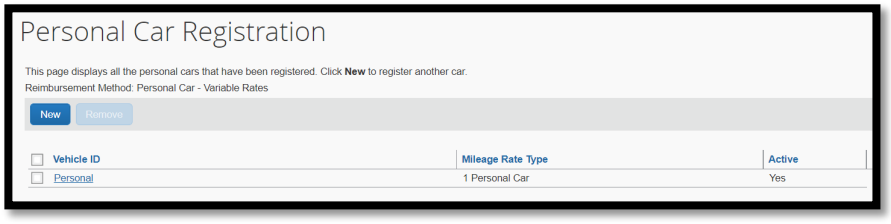
Concur Personal Car

How to enter Personal Car Information for Mileage Expenses:

Processing Steps	Screenshot
Log in to concur using this link.	Concur Log in
Enter CSUSM Credentials. Hit log in.	
Concur warning updates, click ok.	
Go to the right-hand corner, click **Profile**, and then **Profile Settings.**	 

Click the **Personal Car** tab. (both links route to the same location)	
Click on **new**	
Vehicle ID, type **Personal** and select **1 Personal Car** from the drop down. Click **Save.**	
Select this car when expensing mileage claims.