

TRACK MILEAGE USING CONCUR DRIVE

Updated September 15, 2020

TRAVEL APPLICATION

Expense

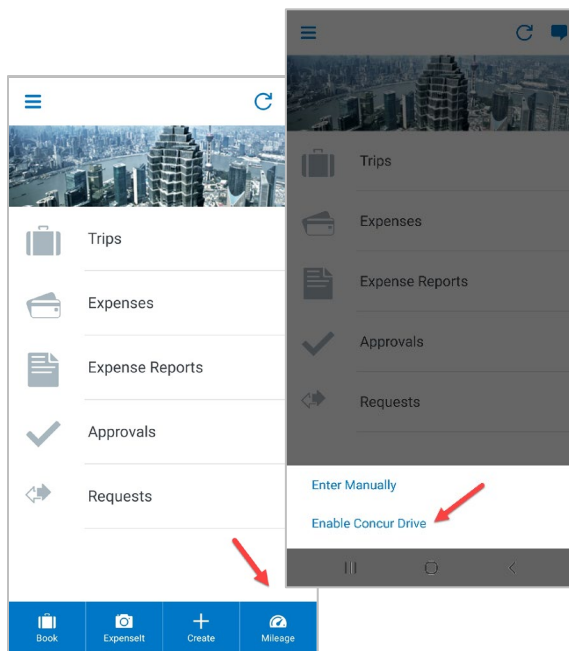
HELPFUL HINTS

Concur's Drive is a GPS-enabled technology to automatically track mileage.

 Options/verbiage may vary depending on type of device (Android vs. iOS).

CONFIGURE SETTINGS

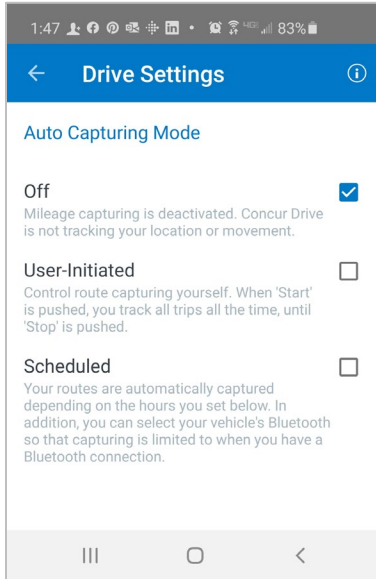
On the Concur mobile app, select , then *Enable Concur Drive*.




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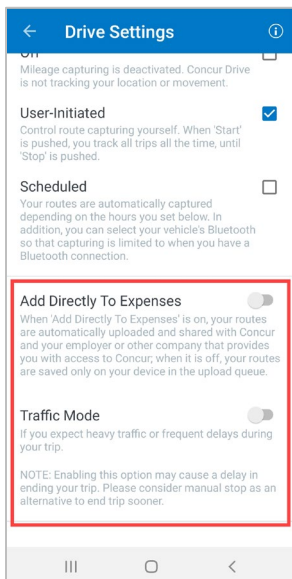
Configure the Drive Settings to *off*, *user-initiated*, or *scheduled*. These options can be updated when needed.



DRIVE SETTING: USER-INITIATED

On the Concur mobile app, select , then *User-Initiated*.

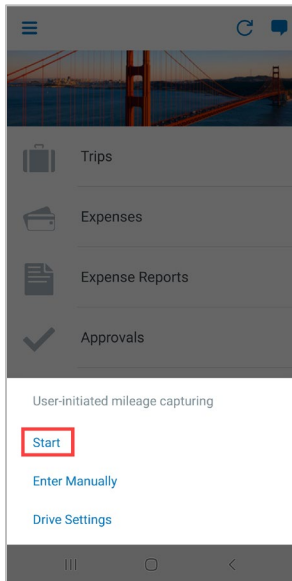
Optional: click either radial button to activate whether the mileage is to be added directly to an expense report or to activate traffic mode. Click  to return to the Concur app home page.



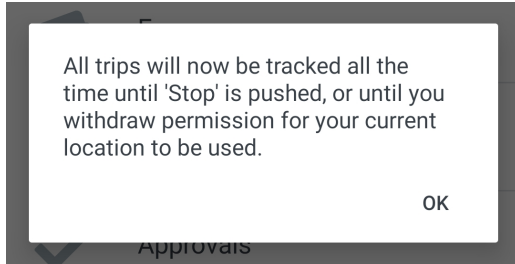
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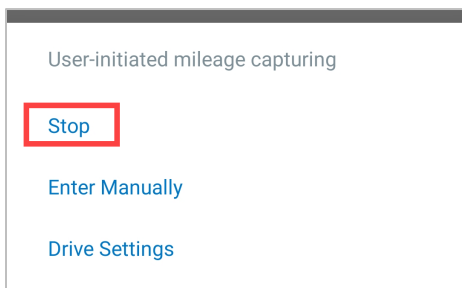
To track mileage, from the Concur home page select  and click *start*.



A pop-up message will appear. Click on OK.



When done tracking mileage, select  and click *stop*.



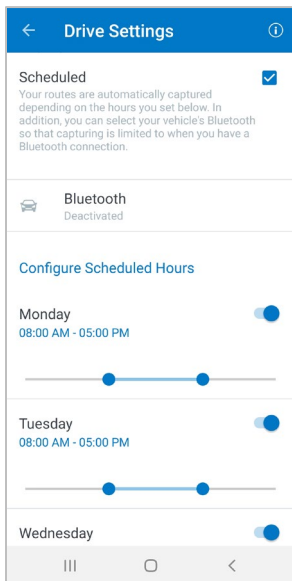
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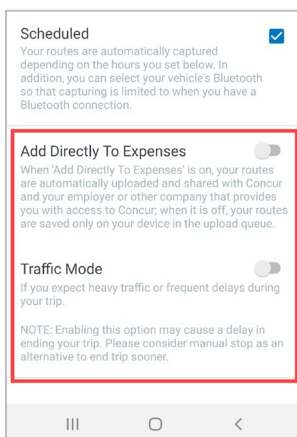
DRIVE SETTING: SCHEDULED

On the Concur mobile app, select , then *Scheduled*. Activate the Bluetooth option if desired.

Select the days and times applicable to the configured hours.



Optional: scroll down and click either radial button to activate whether the mileage is to be added directly to an expense report or to activate traffic mode. Click  to return to the Concur app home page.



Concur Drive will automatically capture distance driven during the active days and times specified in the scheduled Drive Settings. Once a trip is complete, users will receive a notification reminder to move the information logged into an expense line item on an expense report.