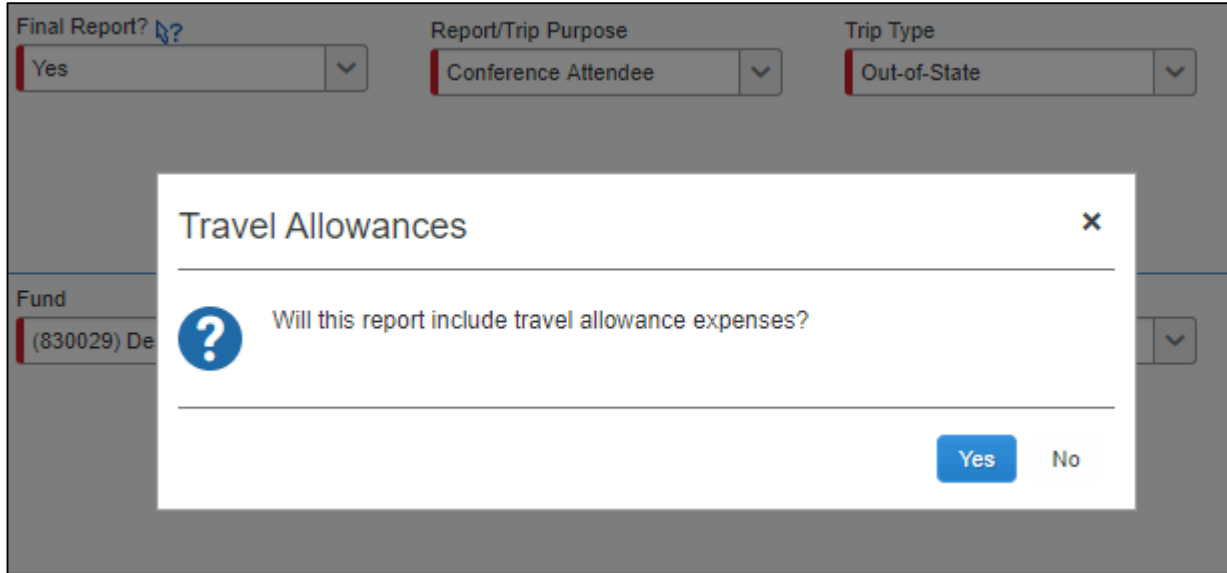# Concur Expense
Travel Allowance (per diem meals)

Concur Expense
Travel Allowances

- This training will provide process steps and resources necessary to add Travel Allowance Meals (per diem) to an Expense Report in Concur

  - Create an Itinerary Row for the first day of travel
  - Create an Itinerary Row for the last day of travel
  - Select meals provided by the conference or not being claimed
  - Add expenses to your Expense Report

Adding Travel Allowances

There are **two** ways to access the Travel Allowance section of the Expense Report.

The first way to access Travel Allowances is after completing the Expense Report Header. A pop-up box will appear asking if the report will include travel allowance expenses.

If reimbursement includes meals or lodging utilizing the GSA per diem rates, then select yes to begin the process to determine total meal reimbursement. If reimbursement includes actual receipts, select Cancel.

Travel Allowances

There are **two** ways to access the Travel Allowance section of the Expense Report.

The second way to access Travel Allowances is from the Expense screen. Select Details > Travel Allowances "New Itinerary" to begin the process to determine total meal reimbursement.

Travel Allowances

The Travel Allowances has 2 parts – Itinerary creation, and Expenses & Adjustments. If an Itinerary has already been created, it will be listed on the Available Itineraries page. Start with Create New Itinerary

In this example, the traveler is leaving from Denton to attend a conference in Austin. Leaving at 7 am, arriving at 11 am on the same day 09/01/19

1. Enter **first day of Travel** and select **Save**.

Travel Allowances

Note that the departure date is now listed on the left hand side

2. Enter the **last date of travel** (or return date) and select **Save**.

Travel Allowances

Verify the appropriate travel dates have been documented.

If additional travel details are required (multi-leg trip), select Add Stop to add additional details and expenditures.

If complete, select 3. Expenses & Adjustments

Travel Allowances

Travel Allowances For Report: ABC Conference

Exclude | All	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐	09/01/2019 Austin, Texas	☐	☐	☐	$45.75
☐	09/02/2019 Austin, Texas	☐	☐	☐	$61.00
☐	09/03/2019 Austin, Texas	☐	☐	☐	$61.00
☐	09/04/2019 Austin, Texas	☐	☐	☐	$61.00
☐	09/05/2019 Austin, Texas	☐	☐	☑	$35.00
☐	09/06/2019 Austin, Texas	☐	☐	☐	$45.75

Update Expenses   Cancel

From the information selected on the previous step, Concur provides a list of the Travel Allowances by day.

In this example, the traveler is attending a conference that provides dinner on 09/05/19. Select this meal as being provided by the conference, and therefore not allowable for reimbursement. Concur will recalculate allowable expenses due to traveler by automatically deducting Per Diem rates for these meals from the daily Per Diem amounts due according to the GSA rate.

Select Create Expenses.

Travel Allowances

Concur automatically calculates the Daily meal Allowance based on the GSA Per Diem Rates and adds those expenses to the Expense Report.

Thank You

UNT System Travel Team

940-369-5757

untsystem.edu/travel

travel@untsystem.edu

Shelley Pavero, Director

Cory Ward, Travel Supervisor

Dawn Childers, Payment Analyst I

Nicole Forcey, Payment Analyst I

Concur User Support Desk

1-866-793-4040

Concur System Status Updates

open.concur.com

CTP Free Online Help for
Concur Travel Booking Tool

877-727-5188