



## Travel Allowance (Meals Per Diem) Entry: New Expense Report

### Create Single Day Trip Per Diem

1	On the My Concur or Expense page, click on <b>New Expense Report</b> tab.
2	The <b>Report Header</b> window will open. Complete all the necessary fields.
3	Click <b>Next</b> .
4	A Travel Allowances box opens. Travel Allowances = Meals Per Diem in GTE. Click on <b>Yes</b> to open the entry form.
5	Make certain the <b>Selection</b> field is correct for the meal type. ( <b>Regular In State</b> or <b>GSA Out of State</b> ).
6	Click on <b>Go To Single Day Itineraries</b> if your default display is set to Single Day Itineraries.
<p><b>Note:</b> To make Single Day Itineraries your default view, go to <b>Profile</b>. Select <b>Expense Preferences</b>. Look for the <b>Display</b> section. Click on the check box next to <b>Make the Single Day Itineraries page my default</b> on the Travel Allowance wizard. Click <b>Save</b>.</p>	
7	Enter your <b>Start Location</b> for the date you want to claim Travel Allowances (Per Diem) for.
8	In the <b>Depart</b> field, enter the time you left your <b>Start Location</b> .
<p><b>Note:</b> GTE Travel Allowance uses a 12 hour clock so you must enter am or pm whenever time entry is required.</p>	
9	Enter your final business stop of the day in <b>End Location</b> .

10	In the <b>Arrive</b> field, enter the time you arrived at the <b>End Location</b> .
11	In the <b>Depart</b> field, enter the time you left the <b>End Location</b> to return home.
12	In the <b>Back</b> (at Origin) field enter the time your returned to your <b>Start Location</b> and press the <b>Tab</b> key. The total hours will be calculated in the Hours field automatically for you.
13	Follow steps 7-12 to enter any other days you want to claim Travel Allowance (Per Diem) for.
14	Click <b>Save Itineraries</b> .
15	Click <b>Next</b> .
16	Click <b>Next</b> .
17.	If any of the meals were provided for you, click on the checkbox next to that meal.
<p><b>Policy Note:</b> For single day trips you are eligible for Travel Allowance (Meals Per Diem) when you are away from home for at least 12 hours. Travel Allowances (Meals Per Diem) for single day trips are reimbursed at 75% of the allowable rate.</p>	
18.	Click <b>Create Expenses</b> .
19.	The Travel Allowance (Per Diem) for each day requested will be entered automatically in your Expense Report if it meets the Travel Policy Criteria.
<h2>Travel Allowance (Meals Per Diem) Entry: Add to Existing Expense Report</h2>	
<h3>Update Single Day Trip Per Diem</h3>	
1	Open Existing Expense Report from <b>My Concur/Active Work</b> or <b>Expense/View</b>

<h2>Reports.</h2>	
2	Click on <b>Details</b> .
3	Click on <b>New Itinerary</b>
4	Click on <b>Go To Single Day Itineraries</b> if Single Day Itineraries are not your default page.
<p><b>Note:</b> To make Single Day Itineraries your default, go to <b>Profile</b>. Select <b>Expense Preferences</b>. Look for the <b>Display</b> section. Click on the check box next to <b>Make the Single Day Itineraries page my default</b> on the Travel Allowance wizard. Click <b>Save</b>.</p>	
5	Enter the date you want to add a Travel Allowance (Per Diem) for in the <b>Choose start date</b> field.
6	Click <b>Go</b> .
7	Enter your <b>Start Location</b> , <b>Depart</b> time, <b>End Location</b> , <b>Arrive</b> time, <b>Depart</b> time and <b>Back</b> at Origin time and depress the <b>Tab</b> key.
8	Repeat step 7 for each day you want to claim Travel Allowance (Per Diem) for.
9	Click <b>Save Itineraries</b> .
10	Click on <b>Expenses &amp; Adjustments</b>
11	If any of the meals were provided for you, click on the checkbox next to that meal.
<p><b>Policy Note:</b> For single day trips you are eligible for Travel Allowance (Meals Per Diem) when you are away from home for at least 12 hours. Travel Allowances (Meals Per Diem) for single day trips are reimbursed at 75% of the allowable rate.</p>	
12	Click <b>Update Expenses</b> .
13	The additional Travel Allowance (Per Diem) will be entered automatically in your Expense Report if it meets the Travel Policy Criteria.