



Single Day Travel Allowances – Outside of Georgia

If you do not use the **Single Day Itinerary** form, Travel Allowances (meals per diem) will **not** calculate properly. You may enter meals on a new expense report or to an existing expense report with no Travel Allowances. This document shows both methods.

You may NOT add Travel Allowances for travel outside of Georgia with and without an overnight stay on the same expense report. You must create a separate Expense Report for any other type of Travel Allowance. When you select a Meal Type, it is set as the default for that expense report. Only use the Selection **2. Single Day Per Diem** with the **Single Day Itinerary** to create Travel Allowances with no associated overnight stay(s).

Add Single Day Travel Allowances When Creating a New Report

Select **New Report** in the *Expense* tab or in the *Active Work* section on the My Concur page. Complete the required **Report Header** information

- If required, link any **Travel Requests** to the Expense Report
 - Click **Add** under **Travel Request** and select the appropriate Travel Request(s) to link to the Expense Report
 - Click **Save**
- If you have an unassigned **Cash Advance**, you will be given the option to link it to the Expense Report. You may select No and add it later.
- **Travel Allowances** dialogue box will appear.
 - Click **Yes** to enter them now or **No** to enter them later. (See *Add Travel Allowance to an Existing Expense Report* section of this document)

Travel Allowances

Will this report include meals per diem?

Yes No

✓ **Note:** Travel Allowance = Meals Per Diem

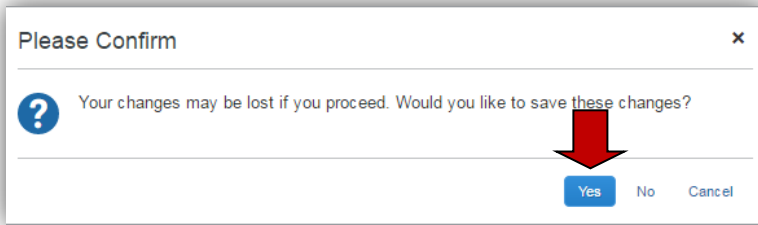
- The **Travel Allowances** entry form opens.

- Select **2. *Single Day Per Diem*** which is *correct* for meals associated with Travel outside of Georgia with no associated overnight stay.
 - Once you begin entering data, the Selection (Per Diem Type) cannot be changed to allow entry of Single Day Per Diem associated with Out of State Travel on the same expense report. Single Day Per Diem associated with Out of State Travel will have to go on a separate expense report.

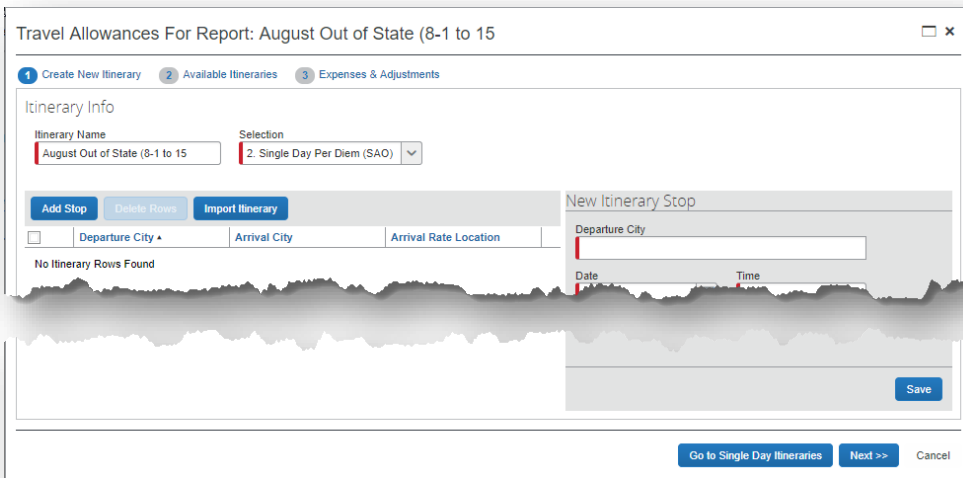
NOTE: Once you begin entering data, the Selection (Per Diem Type) cannot be changed to allow entry of Multiple Day Per Diem associated with Travel outside of Georgia on the same expense report. Multiple Day Per Diem associated with Travel outside of Georgia will have to go on a separate expense report

- Select **Go to Single Day Itineraries** at the bottom of the page.

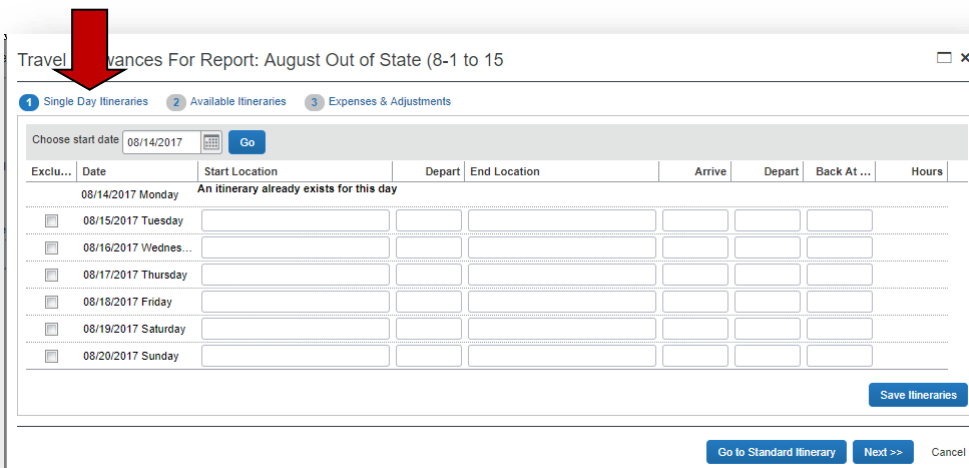
- A confirmation box pops up; click **Yes** to confirm that you want to change to *Single Day Itineraries*.



- If the form doesn't switch to the Single Day Entry form, click Go to **Single Day Itineraries** at the bottom of the window again – even if it says Go to Standard Itinerary.



- The *Single Day Itinerary* entry form opens



- The form opens with 7 days of dates automatically selected for the dates closest to the date on your computer.
 - Enter the date you want to begin entering information for in **Choose Start Date.**

- Enter *mm/dd/yyyy* or use the calendar icon to select the date.
 - Click **Go**
 - The entry form now displays 7 days starting with the date you selected.
 - If days were already used to claim Travel Allowance on this or any other Expense Report, the form will indicate that the itinerary already exists.

For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that date in **Start Location** and click the **Tab** key.

- Enter the time (using am or pm) you left your Start Location in **Depart** and click the **Tab** key.
- Enter your last business destination of the day in **End Location** and click the **Tab** key.
- Enter the time you arrived at this final destination in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived back at your point of origin in **Back at Origin** and click the **Tab** key.
- Travel status time will display in the **Hours** column.
 - If you were on travel status 12 hours or more, you will be eligible for the Per Diem
 - The state also requires that you travel more than 50 miles to and from your home and office, that is on the honor system
- When you have entered all the meals for this week, click on **Save Itineraries**; the itinerary updates

Travel Allowances For Report: August Out of State (8-1 to 15)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date 08/06/2017

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	08/06/2017 Sunday							
<input type="checkbox"/>	08/07/2017 Monday	Alpharetta, Georgia	6:00 AM	Chattanooga, Tennessee	8:30 AM	5:00 PM	6:30 PM	12:30
<input type="checkbox"/>	08/08/2017 Tuesday	Alpharetta, Georgia	7:00 AM	Birmingham, Alabama	9:30 AM	3:30 PM	5:30 PM	10:30
<input type="checkbox"/>	08/09/2017 Wednes...							
<input type="checkbox"/>	08/10/2017 Thursday							
<input type="checkbox"/>	08/11/2017 Friday							
<input type="checkbox"/>	08/12/2017 Saturday							

NOTE: If you have additional meals to enter for a different week, Save the Itinerary and change the date in Choose start date and click go and enter that data. You can go back into your expense report and add these additional meals any time prior to submitting the expense report.

NOTE: Any days where meals have already been requested on ANY expense report for the date period displayed will show the message "An itinerary already exists for this day" or "Itinerary has been created." You cannot claim meals for the same day twice.

- Click on the **Next** button;

Travel Allowances For Report: August Out of State (8-1 to 15)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date 08/06/2017

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	08/06/2017 Sunday							
	08/07/2017 Monday	Itinerary has been created						
	08/08/2017 Tuesday	Itinerary has been created						
<input type="checkbox"/>	08/09/2017 Wednes...							
<input type="checkbox"/>	08/10/2017 Thursday							
<input type="checkbox"/>	08/11/2017 Friday							
<input type="checkbox"/>	08/12/2017 Saturday							

- the **Available Itineraries** window opens. You can review the meals you just entered.
- Click on **Next**.

Travel Allowances For Report: August Out of State (8-1 to 15)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 08/07/2017 Chattanooga				
Alpharetta, Georgia	08/07/2017 06:00 AM	Chattanooga, Tennessee	08/07/2017 08:30 AM	HAMILTON COUNTY, US-TN, US
Chattanooga, Tennessee	08/07/2017 05:00 PM	Alpharetta, Georgia	08/07/2017 06:30 PM	FULTON COUNTY, US-GA, US
Itinerary: 08/08/2017 Birmingham				
Alpharetta, Georgia	08/08/2017 07:00 AM	Birmingham, Alabama	08/08/2017 09:30 AM	JEFFERSON COUNTY, US-AL, US
Birmingham, Alabama	08/08/2017 03:30 PM	Alpharetta, Georgia	08/08/2017 05:30 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 07/20/2017 Centerville				
Alpharetta, Georgia	07/20/2017 06:00 AM	Centerville, Georgia	07/20/2017 03:00 PM	US-GA, UNITED STATES
Centerville, Georgia	07/20/2017 05:00 PM	Alpharetta, Georgia	07/20/2017 06:30 PM	FULTON COUNTY, US-GA, US
Itinerary: 07/21/2017 Ball Ground				
Alpharetta, Georgia	07/21/2017 08:00 AM	Ball Ground, Georgia	07/21/2017 03:00 PM	US-GA, UNITED STATES
Ball Ground, Georgia	07/21/2017 04:00 PM	Alpharetta, Georgia	07/21/2017 05:30 PM	FULTON COUNTY, US-GA, US
Itinerary: 08/04/2017 Chattanooga				

<< Previous Next >>

- The Expenses and Adjustments window opens displaying eligible meals.
- Click on the check box next to any meal that was provided to you for any days you reported. The system will adjust your reimbursement amount for that meal period.
- Click on **Create Expenses** to transfer the meals to your Expense Report

Travel Allowances For Report: August Out of State (8-1 to 15)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	08/07/2017 Chattanooga, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	08/08/2017 Birmingham, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

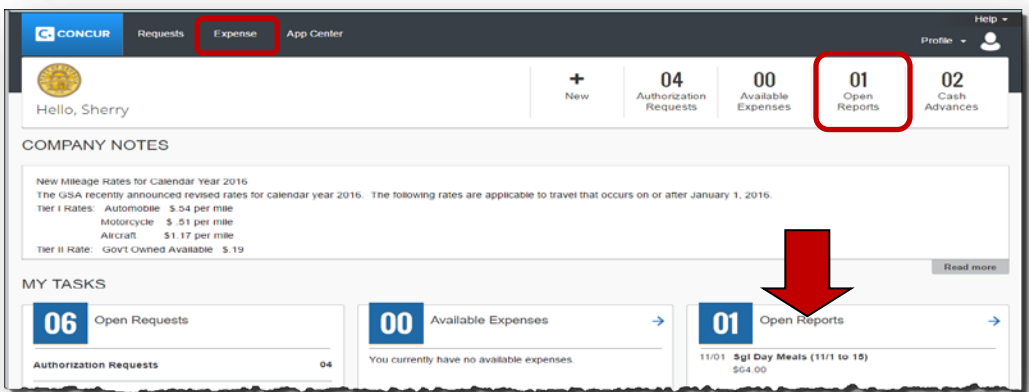
<< Previous Create Expenses Cancel

- Expenses called *Fixed Meals* will be in your expense report for each day you claimed at the allowable reimbursement amounts.

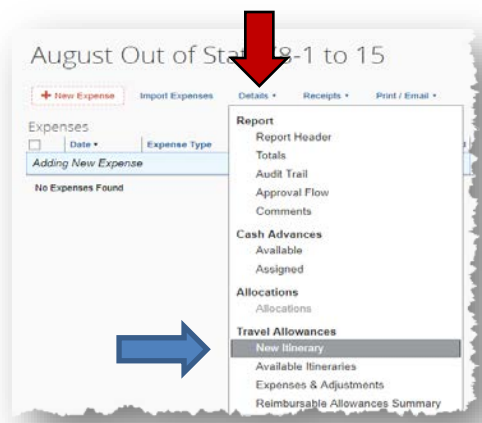


Add Single Day Travel Allowances to an EXISTING Report

- Select an existing report from the **Expense** tab, **Quick Taskbar** or **My Tasks** sections on the Home page. Click on an existing Expense Report name to open it.



- Click on the **Details** tab.
- Select **New Itinerary** under the Travel Allowances section



- The **Travel Allowances** entry form opens.

Travel Allowances For Report: August Out of State (8-1 to 15)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: August Out of State (8-1 to 15) Selection: 1. Multiple Day Per Diem (SAO)

Add Stop Delete Rows Import Itinerary

Departure City Arrival City Arrival Rate Location

No Itinerary Rows Found

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

Save

Go to Single Day Itineraries Next >> Cancel

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- Select **Go to Single Day Itineraries** at the bottom of the page.

Travel Allowances For Report: August Out of State (8-1 to 15)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: August Out of State (8-1 to 15) Selection: 2. Single Day Per Diem (SAO)

Add Stop Delete Rows Import Itinerary

Departure City Arrival City Arrival Rate Location

No Itinerary Rows Found

New Itinerary Stop

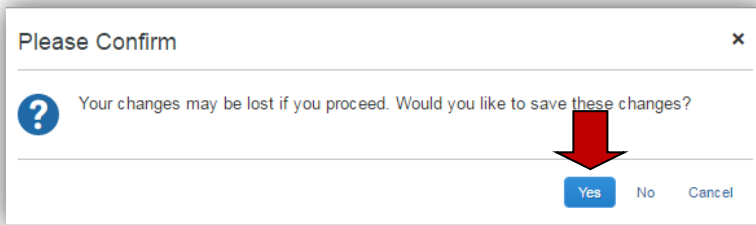
Departure City

Date Time

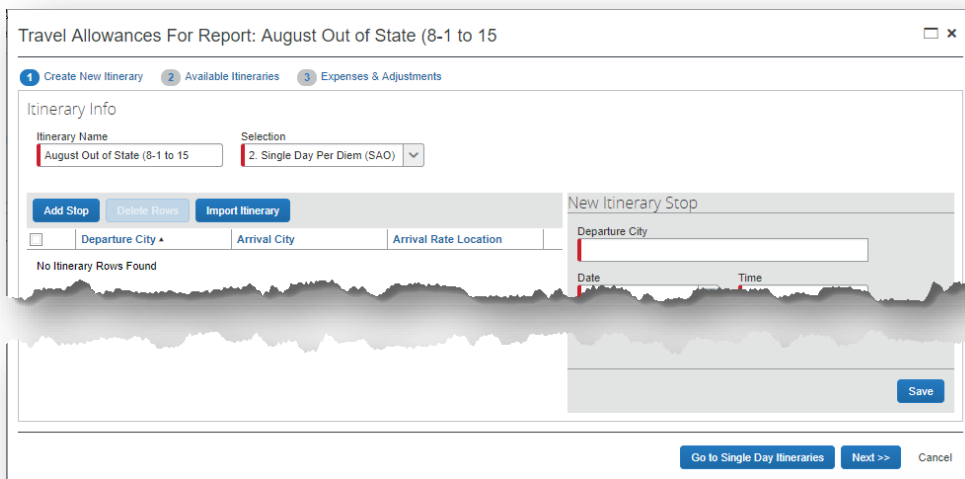
Save

Go to Single Day Itineraries Next >> Cancel

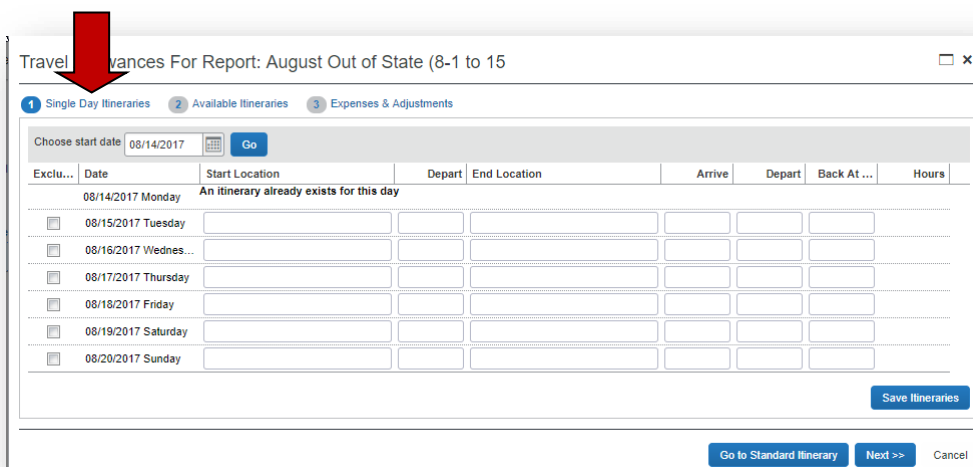
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Travel Allowances For Report August Out of State (8-1 to 15)

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Choose start date: 08/06/2017

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	08/06/2017 Sunday							
<input type="checkbox"/>	08/07/2017 Monday							
<input type="checkbox"/>	08/08/2017 Tuesday							
<input type="checkbox"/>	08/09/2017 Wednes...							
<input type="checkbox"/>	08/10/2017 Thursday							
<input type="checkbox"/>	08/11/2017 Friday							
<input type="checkbox"/>	08/12/2017 Saturday							

For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that date in **Start Location** and click the **Tab** key.

- Enter the time (using am or pm) you left your Start Location in **Depart** and click the **Tab** key.
- Enter your last business destination of the day in **End Location** and click the **Tab** key.
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- Travel status time will display in the **Hours** column.
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- When you have entered all the meals for this week, click on **Save Itineraries**; the itinerary updates

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<input type="checkbox"/>	08/10/2017 Thursday							
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<input type="checkbox"/>	08/12/2017 Saturday							

NOTE: If you have additional meals to enter for a different week, Save the Itinerary and change the date in Choose start date and click go and enter that data. You can go back into your expense report and add these additional meals any time prior to submitting the expense report.

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<input type="checkbox"/>	08/10/2017 Thursday							
<input type="checkbox"/>	08/11/2017 Friday							
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- the **Available Itineraries** window opens. You can review the meals you just entered.
- Click on **Next**.

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Assigned Itineraries

Edit Unassign

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Chattanooga, Tennessee	08/07/2017 05:00 PM	Alpharetta, Georgia	08/07/2017 06:30 PM	FULTON COUNTY, US-GA, US
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Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
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<< Previous Next >>

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- Click on the check box next to any meal (breakfast, lunch or dinner) that was provided to you for any days you reported. The system will adjust your reimbursement amount for that meal period.
- Click on **Create Expenses** to transfer the meals to your Expense Report

Travel Allowances For Report: August Out of State (8-1 to 15)

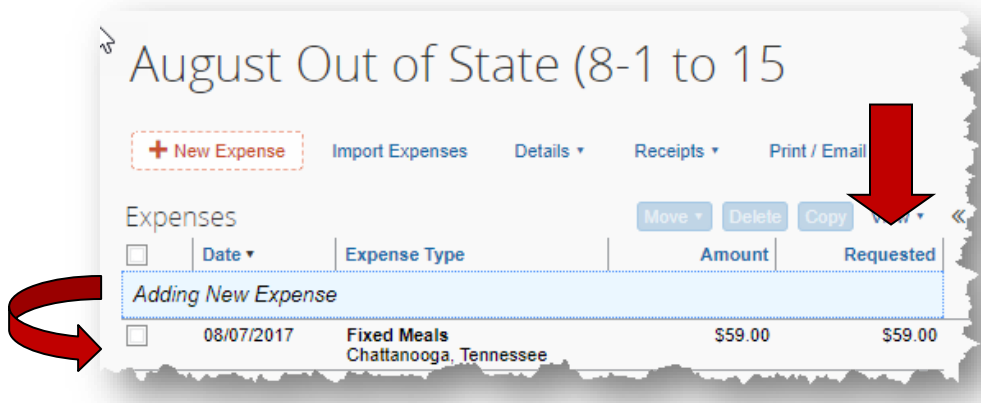
1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	08/07/2017 Chattanooga, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	<input type="checkbox"/>	08/08/2017 Birmingham, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

<< Previous Create Expenses Cancel

- Expenses called *Fixed Meals* will be in your expense report for each day you claimed at the allowable reimbursement amounts.
- Per Diem that did not meet the Statewide Travel Policy requirement of being away for 12 hours or more calculate at \$0.00. If all meal periods (breakfast, lunch and dinner) were excluded the meal calculates at \$0.00. Zero amounts will not transfer to the Expense Report.



- In our example, the calculated Per Diem was \$0.00 and did not transfer to the Expense Report.