

# Enter Travel Allowances for InState Travel



You may enter Travel Allowances on a new In State Expense Report or to an existing In State Expense Report. This document shows entering the *first* meals on a new expense report and an existing expense report with no Travel Allowances processed on it.

You may enter Single Day and Multiple Day In State Travel Allowances on the same Expense Report. To enter additional meals at a later time, please see the [Add Additional Meals to an Existing Expense Report](#) available in TTE Training on the SAO website

## Step 1:

Select [A Starting from the New Report Option in TTE](#) or [B Starting from an Existing Expense Report with no Travel Allowances](#)

## Step 2:

Select Go to [Option1 to enter Multiple Day Meals](#) or [Option 2 for Single Day Meals](#)

### A. Starting from the New Report option in TTE

- Select **New Report** in the *Expense* tab or in the *Active Work* section on the My Concur page. Complete the required **Report Header** information and be sure to select the In State Travel type.
- 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)

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

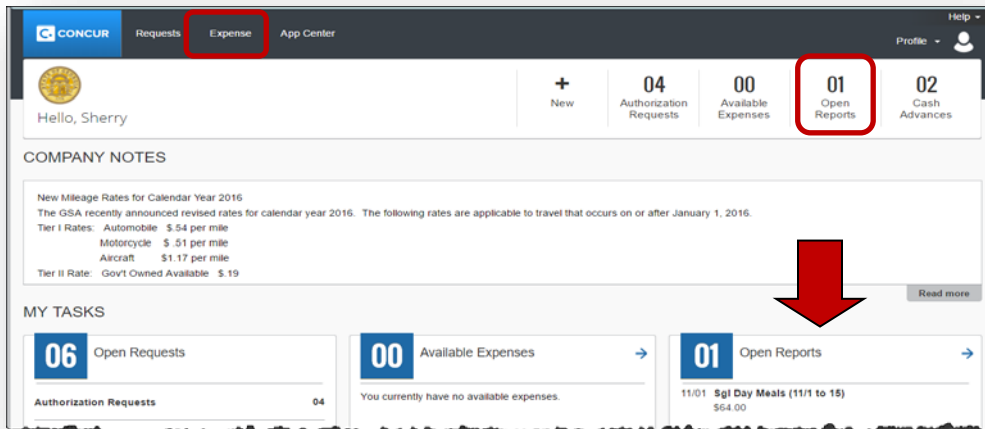
- The Create New Itinerary window opens.
  - Click on the drop-down arrow in the Selection box to view the Per Diem options:



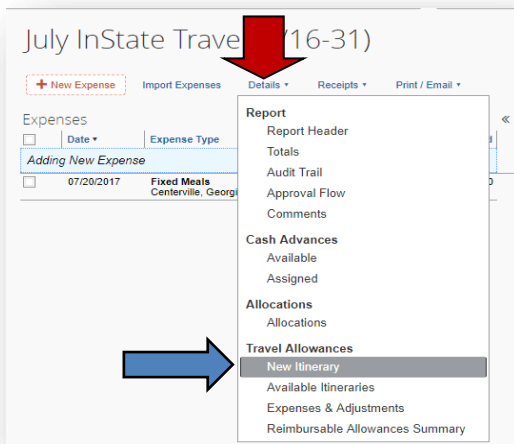
- The system defaults the **Selection** box to *Multiple Day Per Diem – In State* which only used for Per Diem associated with In State overnight stays.

## B. Starting from an Existing Expense Report for In State Travel with No Previous Travel Allowance Entries

- 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

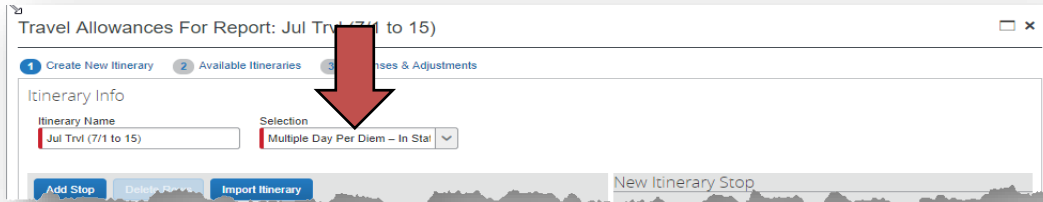


## Step 2:

Select Go to [Option1 to enter Multiple Day Meals](#) or [Option 2 for Single Day Meals](#)

Option 1: If the first In State entry is for **Multiple Day Per Diem – In State**:

- o **Multiple Day Per Diem – In State** defaults in the Selection box.



Travel Allowances For Report: Jul Trvl (7/1 to 15)

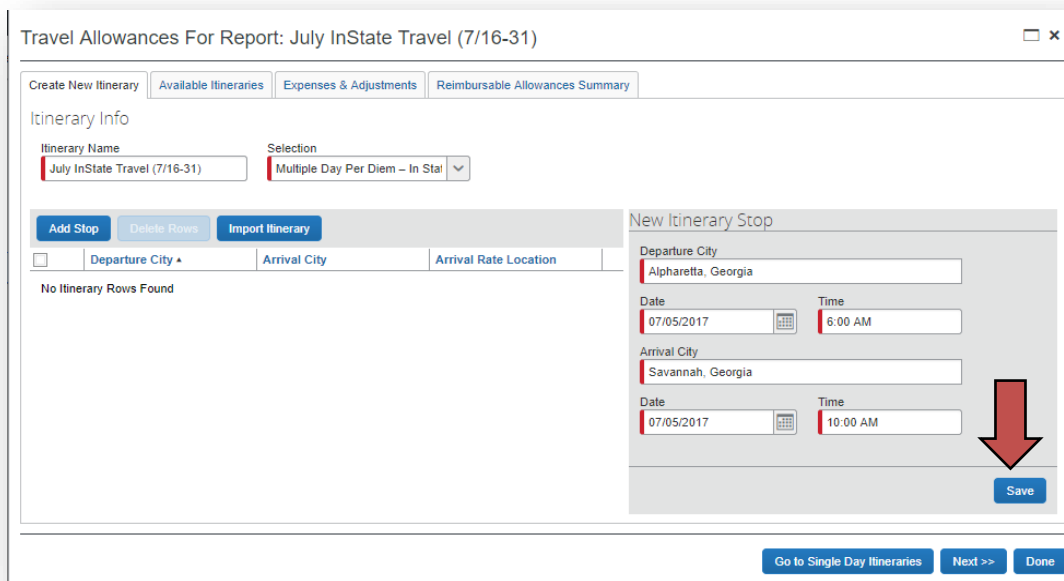
1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Jul Trvl (7/1 to 15) Selection: Multiple Day Per Diem – In State

Add Stop Delete Rows Import Itinerary New Itinerary Stop

- Do not change the default to enter *Multiple Day Per Diem – In State*
- Enter the FIRST leg of your multiple day in-state trip
  - o Enter the location you left from in the **Depart from** field
  - o Enter the data you left in the **Date** field
    - Enter *mm/dd/yyyy* or click on the Calendar icon to select a date
  - o Enter the time you departed in the **Time** field
    - You must enter AM or PM
  - o Enter the location where you spent the night in the **Arrive in** field
    - Per Diem rate is determined by the location where you spent the night, generally the location of the hotel.
  - o The second **Date** field will default to the date entered above
  - o Enter the time of your arrival in the second **Time** field
    - You must enter AM or PM
  - o Click on **Save** to save the information for the 1<sup>st</sup> leg of your trip



Travel Allowances For Report: July InState Travel (7/16-31)

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: July InState Travel (7/16-31) Selection: Multiple Day Per Diem – In State

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: 07/05/2017 Time: 6:00 AM

Arrival City: Savannah, Georgia

Date: 07/05/2017 Time: 10:00 AM

Save

Go to Single Day Itineraries Next >> Done

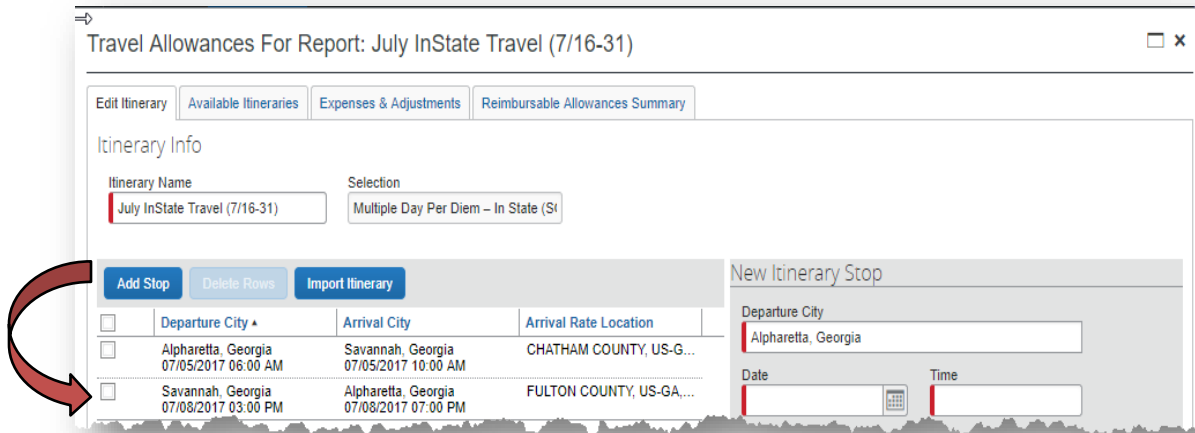
- The first leg of the trip will appear on the left side.

- Now enter the NEXT or LAST leg of your trip

**NOTE:** You must enter EVERY location you spent the night. If you spent one night in Savannah and another in Valdosta you must enter each location as a leg. Per Diem associated with an overnight stay is calculated based where you spend the night when claiming Per diem associated with an overnight stay.

- The location you are leaving defaults in **Depart from** field
  - You may correct if necessary
- Enter the data you left in the **Date** field
  - Enter *mm/dd/yyyy* or click on the Calendar icon to select a date
- Enter the time you departed in the **Time** field
  - You must enter AM or PM
- Enter your arrival location in the **Arrive in** field
  - DO NOT USE locations that have (Single Day) in the name
- The second **Date** field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
  - You must enter AM or PM
- Click on **Save** to save the information for the last leg of your trip

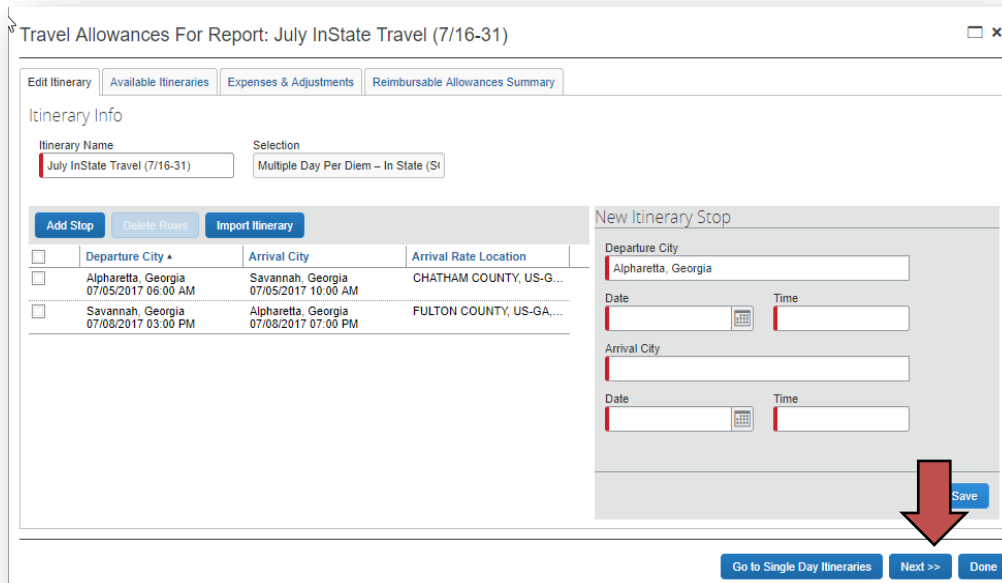
- The last leg of the trip will appear on the left side.



**NOTE:** If you returned from an in-state trip with an overnight stay and left for another in-state trip with an overnight stay on the same day, you must enter them as a continuous trip for Per Diem entry purposes.

**Example:** You left Atlanta on 7/19 and went to Savannah, left Savannah on the 21<sup>st</sup> to go to Valdosta, left Valdosta to return to Atlanta on the 22<sup>nd</sup> and left Atlanta on the same day (the 22<sup>nd</sup>) to go to Chicago and finally left Chicago on the 25<sup>th</sup> to return to Atlanta. Both trips would need to be entered as one continuous trip or you will not be reimbursed for the correct Per Diem.

- Click **Next**.



- The Itineraries just assigned will appear

Travel Allowances For Report: July InState Travel (7/16-31)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: July InState Travel (7/16-31)				
Alpharetta, Georgia	07/05/2017 06:00 AM	Savannah, Georgia	07/05/2017 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	07/08/2017 03:00 PM	Alpharetta, Georgia	07/08/2017 07:00 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
No Available Itineraries Found				

<< Previous Next >>

- Click **Next**
- The Travel Allowances (Meals Per Diem) Appear
- Click on any *Breakfast, Lunch or Dinner* that was provided to exclude that meal period per diem per the Statewide Travel Policy. The system will adjust your Per Diem reimbursement amount for that day
- Click on **Create Expenses**

Travel Allowances For Report: July InState Travel (7/16-31)


1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Show dates from [ ] to [ ] Go

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/05/2017 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	07/06/2017 Savannah, Georgia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
<input type="checkbox"/>	07/07/2017 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	07/08/2017 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00

<< Previous Next >> Create Expenses Cancel

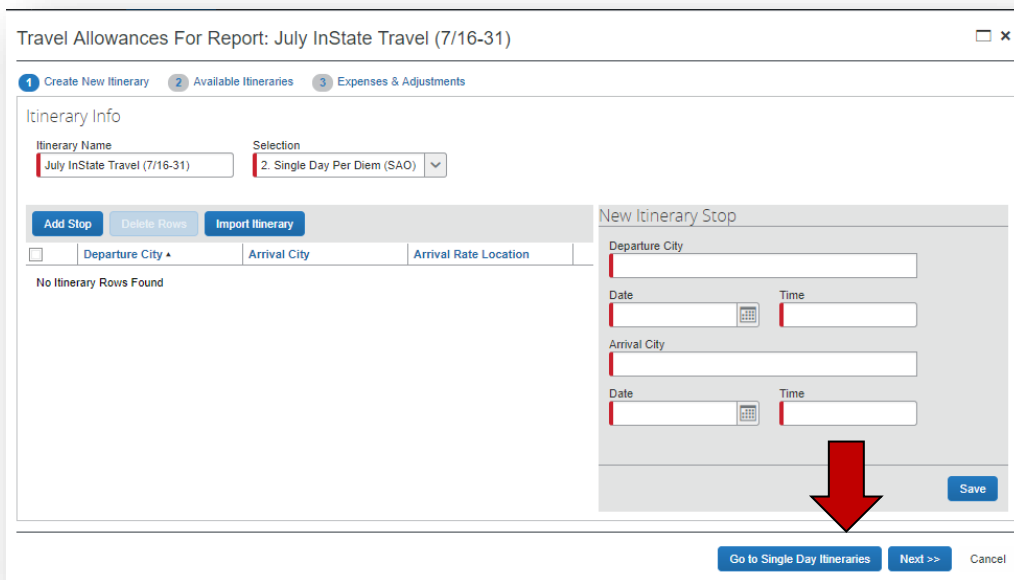
- An Expense Entry called **Fixed Meals** will be created in your expense report for each eligible Travel Allowance.



Expenses				
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/08/2017	Fixed Meals Savannah, Georgia	\$29.00	\$29.00
<input type="checkbox"/>	07/07/2017	Fixed Meals Savannah, Georgia	\$29.00	\$29.00
<input type="checkbox"/>	07/06/2017	Fixed Meals Savannah, Georgia	\$20.00	\$20.00
<input type="checkbox"/>	07/05/2017	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$114.00	\$114.00

Option 2: If the first In State entry is for **Single Day Per Diem** associated with In State travel:

- o Select **2 Single Day Per Diem** from the Selection box.
- o Select **Go to Single Day Itineraries** at the bottom right.



Travel Allowances For Report: July InState Travel (7/16-31)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: July InState Travel (7/16-31) 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

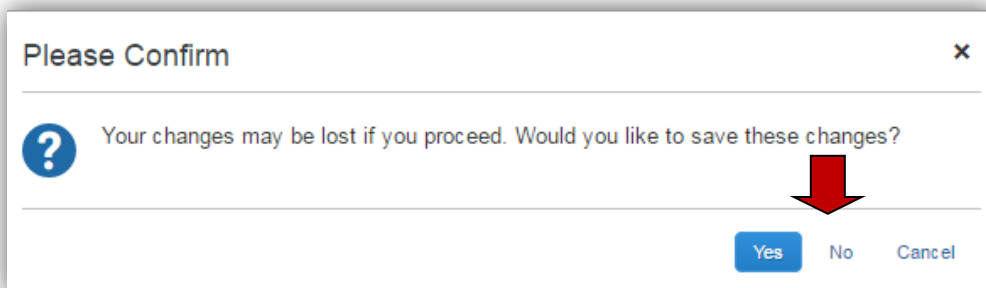
Arrival City

Date Time

Save

Go to Single Day Itineraries Next >> Cancel

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



Please Confirm

? Your changes may be lost if you proceed. Would you like to save these changes?

Yes No Cancel

- o Select **Go to Standard Itineraries** at the bottom of the window again to switch to the Single Day Itinerary entry form.

- o The *Single Day Itinerary* entry form opens
- o 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**

- o 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 another Expense Report, the form will indicate that the itinerary already exists.



Travel Allowances For Report: July InState Travel (7/16-31)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date 07/16/2017 Go

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	07/16/2017 Sunday	An itinerary already exists for this day						
	07/17/2017 Monday	An itinerary already exists for this day						
	07/18/2017 Tuesday	An itinerary already exists for this day						
	07/19/2017 Wednes...	An itinerary already exists for this day						
<input type="checkbox"/>	07/20/2017 Thursday							
<input type="checkbox"/>	07/21/2017 Friday							
<input type="checkbox"/>	07/22/2017 Saturday							

- o For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that date in **Start Location**.
- o Enter the time (using am or pm) you left the *Start Location* in **Depart**.
- o Enter your last business destination of the day in **End Location**.
  - The Per Diem rate is based on the location of the last business stop of the day
  - Eligibility is based on being away for 12 or more hours (system tracked) and driving more than 50 miles from your residence and Primary Work Station on a work assignment.
- o Enter the time you arrived at this final destination in **Arrive**.
- o Enter the time you left the last business location of the day in **Depart**.
- o Enter the time you arrived back at your point of origin in **Back at Origin**.
- o Click in the **Hours** column to display the calculated travel status hours.
  - If you were on travel status 12 hours or more, you will be eligible for the Travel Allowance.
  - The state also requires that you travel more than 50 miles to and from your home and office, that is on the honor system

Travel Allowances For Report: July InState Travel (7/16-31)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date 07/16/2017 Go

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	07/16/2017 Sunday	An itinerary already exists for this day						
	07/17/2017 Monday	An itinerary already exists for this day						
	07/18/2017 Tuesday	An itinerary already exists for this day						
	07/19/2017 Wednes...	An itinerary already exists for this day						
<input type="checkbox"/>	07/20/2017 Thursday	Alpharetta, Georgia	6:00 AM	Centerville, Georgia	3:00 PM	5:00 PM	6:30 PM	12:30
<input type="checkbox"/>	07/21/2017 Friday	Alpharetta, Georgia	8:00 AM	Ball Ground, Georgia	3:00 PM	4:00 PM	5:30 PM	09:30
<input type="checkbox"/>	07/22/2017 Saturday							

- o When you have entered all the meals for this week, click on **Save Itineraries**; the itinerary updates

Travel Allowances For Report: July InState Travel (7/16-31)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date 07/16/2017

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	07/16/2017 Sunday	An itinerary already exists for this day						
	07/17/2017 Monday	An itinerary already exists for this day						
	07/18/2017 Tuesday	An itinerary already exists for this day						
	07/19/2017 Wednes...	An itinerary already exists for this day						
<input type="checkbox"/>	07/20/2017 Thursday	Alpharetta, Georgia	6:00 AM	Centerville, Georgia	3:00 PM	5:00 PM	6:30 PM	0
<input type="checkbox"/>	07/21/2017 Friday	Alpharetta, Georgia	8:00 AM	Ball Ground, Georgia	3:00 PM	4:00 PM	5:30 PM	0
<input type="checkbox"/>	07/22/2017 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.

- o Click on the **Next** button;

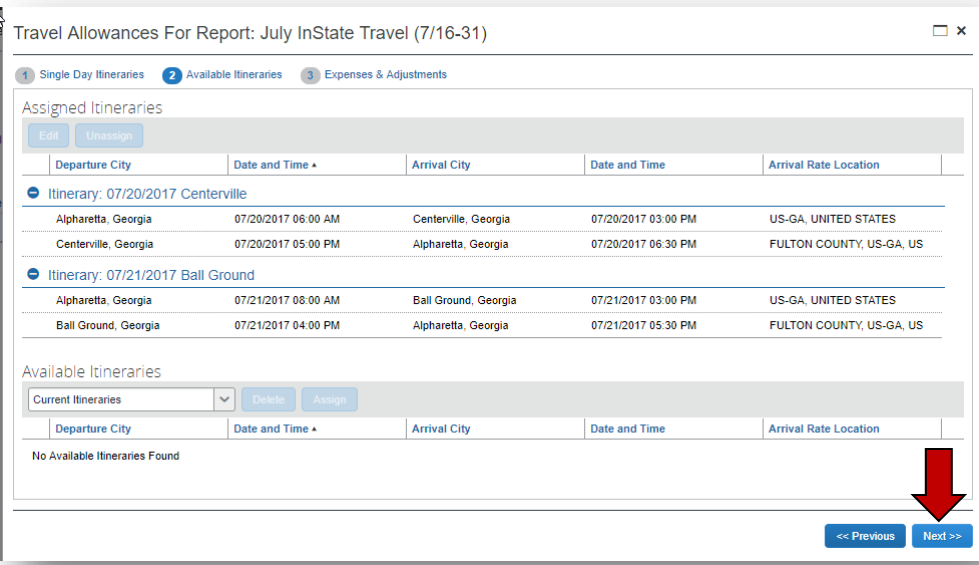
Travel Allowances For Report: July InState Travel (7/16-31)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

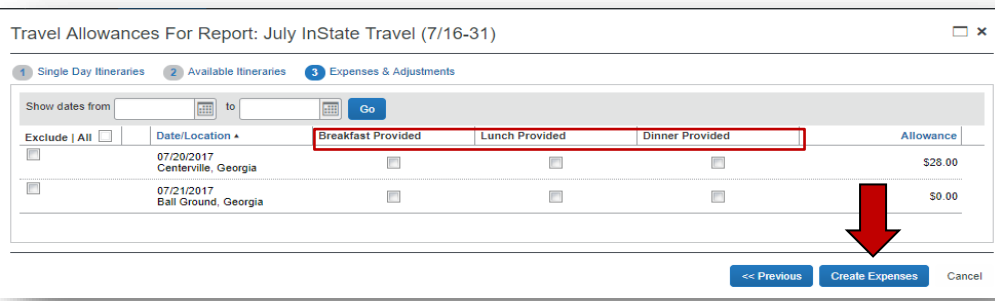
Choose start date 07/16/2017

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	07/16/2017 Sunday	An itinerary already exists for this day						
	07/17/2017 Monday	An itinerary already exists for this day						
	07/18/2017 Tuesday	An itinerary already exists for this day						
	07/19/2017 Wednes...	An itinerary already exists for this day						
	07/20/2017 Thursday	Itinerary has been created						
	07/21/2017 Friday	Itinerary has been created						
<input type="checkbox"/>	07/22/2017 Saturday							

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



- o The Expenses and Adjustments window opens displaying eligible Travel Allowances. Any entries that did not meet the 12 hour Travel Status requirement will calculate as \$0.00
- o Click on the check box next to any meal that was provided to you for any days you reported. The system will exclude that meal period from the per diem for that day.
- o Click on **Create Expenses** to transfer the meals to your Expense Report



- o Expenses called *Fixed Meals* will be in your expense report for each day you claimed at the eligible reimbursement. Travel Allowance Itineraries that were not eligible and any others that calculate at \$0.00 because all the meal periods were marked as excluded, do not transfer to the expense report.

