



Travel Allowances – Overnight Stay – Outside Georgia

If you do not use the **Standard Itinerary** form, Travel Allowances (meals per diem) for Travel outside of Georgia will **not** calculate properly. You may enter meals on a new expense report or to an existing expense report with no existing Travel Allowance. 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 1. **Multiple Day Per Diem** with the **Standard Itinerary** to create Travel Allowances with associated overnight stay(s).

Add Multiple 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 x

? Will this report include meals per diem?

Yes No

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

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

- Select **1. Multiple Day Per Diem** which is *correct* for meals with an associated overnight stay outside of Georgia.
 - 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.
- Enter the **FIRST** leg of your multiple day trip
 - Enter the location you left from in the **Depart from** field
 - 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
 - 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 1st leg of your trip

- 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 Washington, DC and another in Alexandria, VA you must enter each location as a leg. Per Diem associated with an overnight stay is calculated based where you spent the night when claiming Per diem associated with Out of State Travel including 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.

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

1 Edit 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)

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City	Arrival City	Arrival Rate Location
Alpharetta, Georgia 08/08/2017 07:00 AM	Washington, District of Colu... 08/08/2017 10:30 AM	DISTRICT OF COLUMBIA, ...
Washington, District of Colu... 08/08/2017 04:00 PM	Alpharetta, Georgia 08/08/2017 07:30 PM	FULTON COUNTY, US-GA,...

NOTE: If you returned from a trip with an overnight stay and left for another 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 1/19 and went to Orlando, left Orlando on the 21st to go to Jacksonville, left Jacksonville to return to Atlanta on the 22nd and left Atlanta on the same day (the 22nd) to go to Chicago and finally left Chicago on the 25th 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**.

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

1 Edit 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)

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Departure City	Arrival City	Arrival Rate Location
Alpharetta, Georgia 08/08/2017 07:00 AM	Washington, District of Colu... 08/08/2017 10:30 AM	DISTRICT OF COLUMBIA, ...
Washington, District of Colu... 08/08/2017 04:00 PM	Alpharetta, Georgia 08/08/2017 07:30 PM	FULTON COUNTY, US-GA,...

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: [] Time: []

Arrival City: []

Date: [] Time: []

Buttons: Save, Go to Single Day Itineraries, Next >>, Cancel

- The Itineraries you just assigned will appear
- Click **Next**

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

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: August Out of State (8-1 to 15)				
Alpharetta, Georgia	08/06/2017 07:00 AM	Washington, District of Columbia	08/06/2017 10:30 AM	DISTRICT OF COLUMBIA, US-...
Washington, District of Columbia	08/08/2017 04:00 PM	Alpharetta, Georgia	08/08/2017 07:30 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: August Trv (8/1 to 15)-OOS				
Alpharetta, Georgia	08/01/2017 06:00 AM	Chattanooga, Tennessee	08/01/2017 09:00 AM	HAMILTON COUNTY, US-TN, US
Chattanooga, Tennessee	08/03/2017 04:00 PM	Alpharetta, Georgia	08/03/2017 07:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 08/14/2017 Chattanooga				
Alpharetta, Georgia	08/14/2017 06:00 AM	Chattanooga, Tennessee	08/14/2017 09:00 AM	HAMILTON COUNTY, US-TN, US
Chattanooga, Tennessee	08/14/2017 05:00 PM	Alpharetta, Georgia	08/14/2017 08:00 PM	FULTON COUNTY, US-GA, US

<< Previous Next >>

- The Travel Allowances (Meals Per Diem) Appear
- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your Per Diem reimbursement amount for that meal period
- Click on **Create Expenses**.

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

1 Create New Itinerary 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"/>	08/06/2017 Washington, District of Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00
<input type="checkbox"/>	08/07/2017 Washington, District of Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$64.00
<input type="checkbox"/>	08/08/2017 Washington, District of Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00

<< Previous Create Expenses Cancel

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

August Out of State (8-1 to 15)

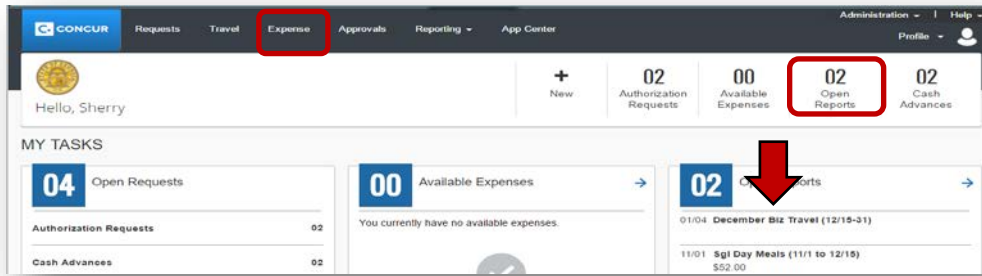
+ New Expense Import Expenses Details Receipts Print / Email

Expenses

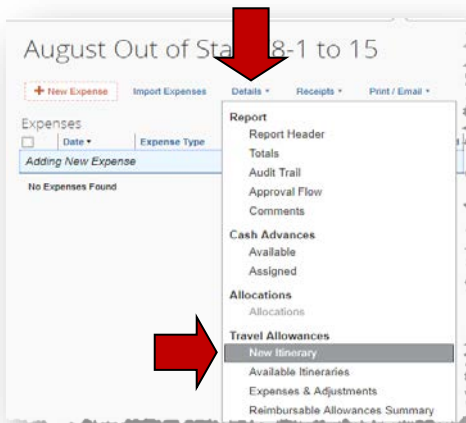
Date	Expense Type	Amount	Requested
Adding New Expense			
08/08/2017	Fixed Meals Washington, District of Columbia	\$48.00	\$48.00
08/07/2017	Fixed Meals Washington, District of Columbia	\$64.00	\$64.00
08/06/2017	Fixed Meals Washington, District of Columbia	\$48.00	\$48.00

Add Multiple Day Travel Allowances to an EXISTING Report

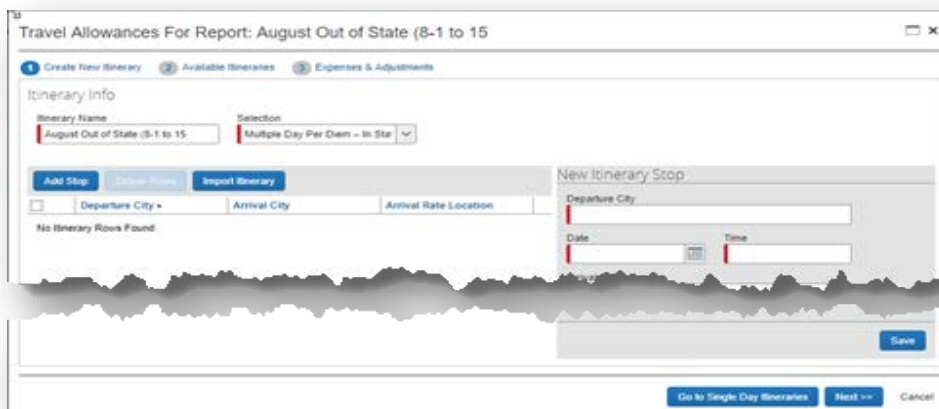
- Select the appropriate existing report from the **Expense** tab, **Quick Taskbar** or **My Tasks** sections on the Home page that does not have any Travel Allowances. Click on the existing Expense Report name to open it.



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



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same day (the 22nd) to go to Chicago and finally left Chicago on the 25th 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 you just assigned will appear
- Click **Next**

- The Travel Allowances (Meals Per Diem) Appear
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Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
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<input type="checkbox"/>	08/08/2017 Washington, District of Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00

<< Previous Cancel

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

August Out of State (8-1 to 15)

Import Expenses Details Receipts Print / Email

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	08/08/2017	Fixed Meals Washington, District of Columbia	\$48.00	\$48.00
<input type="checkbox"/>	08/07/2017	Fixed Meals Washington, District of Columbia	\$64.00	\$64.00
<input type="checkbox"/>	08/06/2017	Fixed Meals Washington, District of Columbia	\$48.00	\$48.00