Single Day Travel Allowances

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. This document shows both methods.

You may NOT add Travel Allowances for travel with <u>and</u> without an overnight stay on the same expense report. When you select the Meal Type, it is set for that expense report. Choose the Single Day Itinerary for 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 Repo*rt section of this document)

- ✓ **Note**: Travel Allowance = Meals Per Diem
- The **Travel Allowances** entry form opens.

- The system defaults the **Selection** box to *1. Multiple Day Per Diem* which is incorrect for Single Day meals. Select *2. Single Day Per Diem.*

  NOTE: Once you begin entering data, the Selection (Meal Type) cannot be changed to allow entry of Multiple Day Meals on the same expense report. Multiple Day meals will have to go on a separate expense report

- If the Single Day entry form does not open, 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/yyy or use the calendar icon to select the date.
  - Click **Go**
- The entry form now displays 7 days starting with the date you selected.

o If days were already used to claim Travel Allowance on this or another 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

Travel Allowances For Report: Sgl Day Meals (11/1 to 15)

1 Single Day Itineraries   **2** Available Itineraries   **3** Expenses & Adjustments

Choose start date 11/01/2016   [Go]

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
☐	11/01/2016 Tuesday	Augusta, Georgia	6:00 AM	Roopville, Georgia	4:00 PM	5:30 PM	7:00 PM	13:00
☐	11/02/2016 Wednes...	Atlanta, Georgia	7:00 AM	Augusta, Georgia	11:00 AM	4:00 PM	7:05 PM	12:05
☐	11/03/2016 Thursday							
☐	11/04/2016 Friday							
☐	11/05/2016 Saturday							
☐	11/06/2016 Sunday							
	11/07/2016 Monday	An itinerary already exists for this day						

[Save Itineraries]

[Go to Standard Itinerary]   [Next >>]   Cancel

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

Travel Allowances For Report: Sgl Day Meals (11/1 to 15)

1 Single Day Itineraries   **2** Available Itineraries   **3** Expenses & Adjustments

Choose start date 11/01/2016   [Go]

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	11/01/2016 Tuesday	Itinerary has been created						
	11/02/2016 Wednes...	Itinerary has been created						
☐	11/03/2016 Thursday							
☐	11/04/2016 Friday							
☐	11/05/2016 Saturday							
☐	11/06/2016 Sunday							
	11/07/2016 Monday	An itinerary already exists for this day						

[Save Itineraries]

[Go to Standard Itinerary]   [Next >>]   Cancel

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;

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

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                                                  State of Georgia

- The Expenses and Adjustments window opens displaying eligible meals.
- Click on the check box next to <u>any</u> 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

- 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.
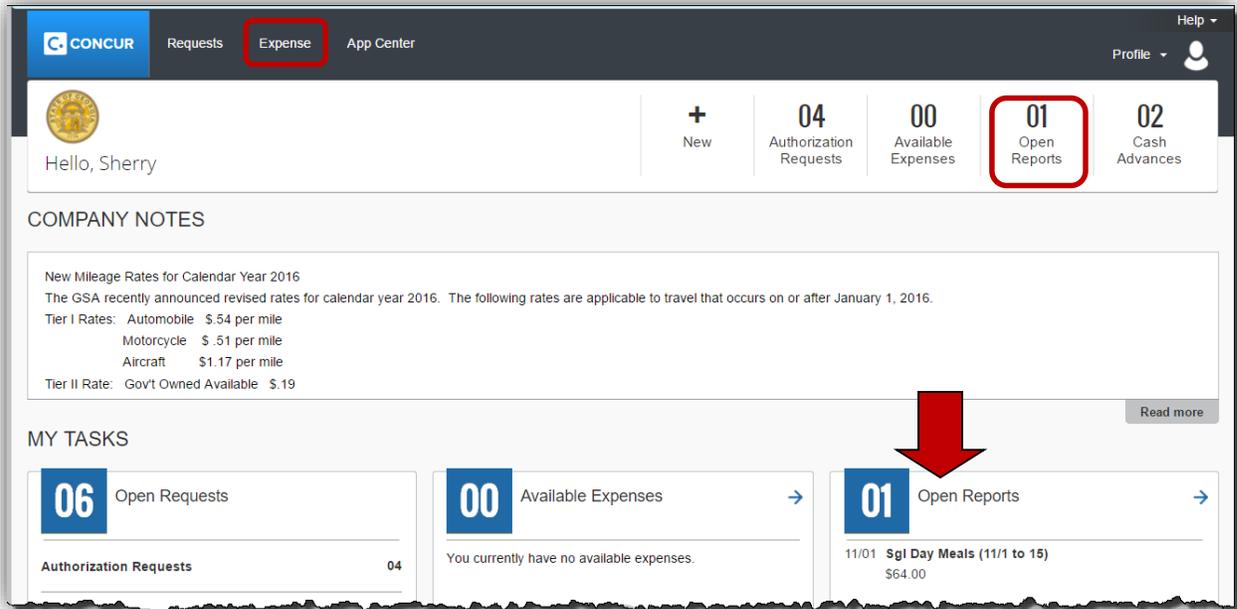
- Click on the **Details** tab.
- Select **New Itinerary** under the Travel Allowances section
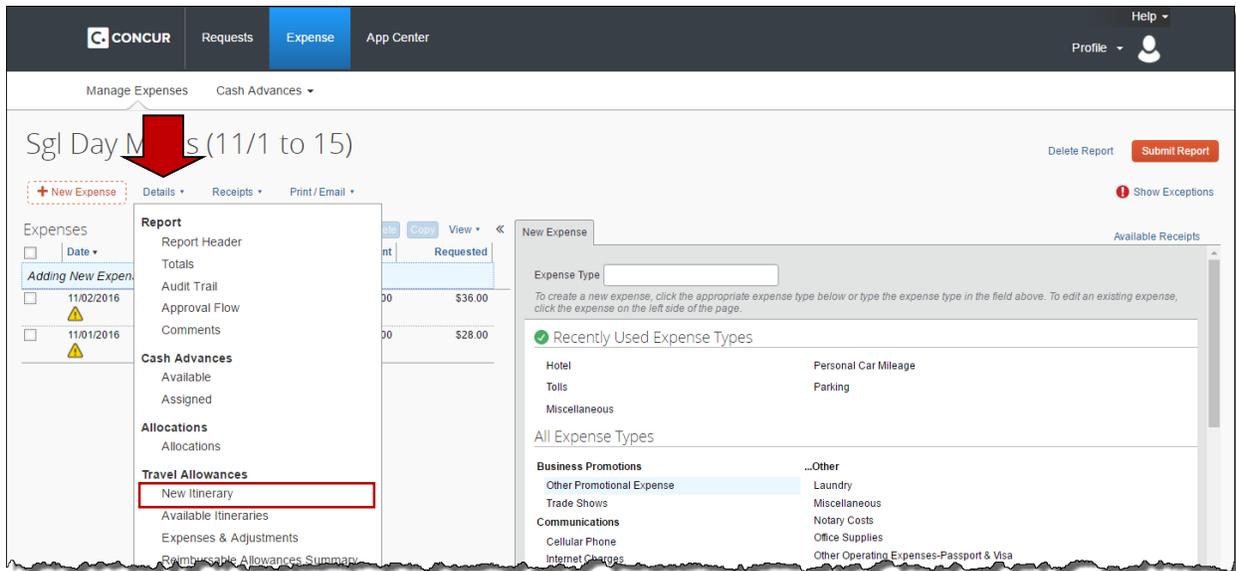
- If you have not entered any Single Day Per Diem meals on this expense report yet, from **Selection** choose **2: Single Day Per Diem**, click on **Go to Single Day Itineraries** and click **Yes** if a popup dialogue box displays**.**

- If the dates displayed in Single Day Itinerary form are not the dates you need to access, change the date in **Choose Start Date** and click on **Go** to adjust the data entry screen to the correct dates.

- The entry form now displays 7 days starting with the date you selected. Any meals already entered on this or another report will be indicated.

- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
    - ✓ **Note:** *Do NOT select locations with (Single Day) after the name if they appear. If you do, the Travel Allowance will not process correctly.*
        - Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business destination of the day in **End Location** and click the **Tab** key.
    - ✓ **Note:** *Do NOT select locations with (Single Day) after the name if they appear. If you do, the Travel Allowance will not process correctly.*
    - o Enter the time you arrived at this final location 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 home in **Back At Origin** and click the **Tab** key.
- Travel status time for that entry will display in the **Hours** column.
- After you have entered all the days you are claiming for this date range, click **Save Itineraries**.

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- You can add additional days in a different week at any time

- ✓ **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 "An itinerary has been created." You cannot claim meals for the same day twice.
- Click on the **Expenses & Adjustments** tab at the top of the window

- Click on the checkboxes next to any meals that were provided for you
- Click on **Update Expenses**.

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- An Expense Entry called **Fixed Meals** will be added to your expense report for each day you claimed Travel Allowance (meals per diem) and were eligible for according to the Statewide Travel Policy.

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