



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 and 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 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.

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

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Sgl Day Meals (11/1 to 15)

Selection: 1. Multiple Day Per Diem (SAO)

2. Single Day Per Diem (SAO)

New Itinerary Stop

- 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.

The screenshot shows a web application window titled "Travel Allowances For Report: Sgl Day Meals (11/1 to 15)". It has three tabs: "1 Create New Itinerary", "2 Available Itineraries", and "3 Expenses & Adjustments". The "Available Itineraries" tab is active, showing "Itinerary Info" with "Itinerary Name" set to "Sgl Day Meals (11/1 to 15)" and "Selection" set to "2. Single Day Per Diem (SAO)". Below this is a table with columns for "Departure City", "Arrival City", and "Arrival Rate Location", which is currently empty with the message "No Itinerary Rows Found". To the right is a "New Itinerary Stop" form with fields for "Departure City", "Date", "Time", "Arrival", "Date", and "Time". A blue arrow points to the "Arrival" date field. At the bottom of the window, there are three buttons: "Go to Single Day Itineraries", "Next >>", and "Cancel". A red arrow points to the "Go to Single Day Itineraries" button.

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

The screenshot shows a "Please Confirm" dialog box with a close button (X) in the top right corner. The main text asks, "Your changes may be lost if you proceed. Would you like to save these changes?". At the bottom, there are three buttons: "Yes", "No", and "Cancel". A red arrow points to the "Yes" button.

- 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.

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

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection: ▼

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

- The *Single Day Itinerary* entry form opens

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

1 Single Day Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Choose start date:

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	12/19/2016 Monday	<input type="text"/>						
<input type="checkbox"/>	12/20/2016 Tuesday	<input type="text"/>						
<input type="checkbox"/>	12/21/2016 Wednes...	<input type="text"/>						
<input type="checkbox"/>	12/22/2016 Thursday	<input type="text"/>						
<input type="checkbox"/>	12/23/2016 Friday	<input type="text"/>						
<input type="checkbox"/>	12/24/2016 Saturday	<input type="text"/>						
<input type="checkbox"/>	12/25/2016 Sunday	<input type="text"/>						

- 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.

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

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At...	Hours
<input type="checkbox"/>	11/01/2016 Tuesday							
<input type="checkbox"/>	11/02/2016 Wednes...							
<input type="checkbox"/>	11/03/2016 Thursday							
<input type="checkbox"/>	11/04/2016 Friday							
<input type="checkbox"/>	11/05/2016 Saturday							
<input type="checkbox"/>	11/06/2016 Sunday							
	11/07/2016 Monday	An itinerary already exists for this day						

- 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: Sgl Day Meals (11/1 to 15)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date 11/01/2016

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At...	Hours
<input type="checkbox"/>	11/01/2016 Tuesday							
<input type="checkbox"/>	11/02/2016 Wednes...							
<input type="checkbox"/>	11/03/2016 Thursday							
<input type="checkbox"/>	11/04/2016 Friday							
<input type="checkbox"/>	11/05/2016 Saturday							
<input type="checkbox"/>	11/06/2016 Sunday							
	11/07/2016 Monday	An itinerary already exists for this day						

- 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

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



- 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

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						
<input type="checkbox"/>	11/03/2016 Thursday							
<input type="checkbox"/>	11/04/2016 Friday							
<input type="checkbox"/>	11/05/2016 Saturday							
<input type="checkbox"/>	11/06/2016 Sunday							
	11/07/2016 Monday	An itinerary already exists for this day						

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**.

- 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: Sgl Day Meals (11/1 to 15)

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/01/2016 Roopville, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	11/02/2016 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

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

Manage Expenses Cash Advances

Sgl Day Meals (11/1 to 15)

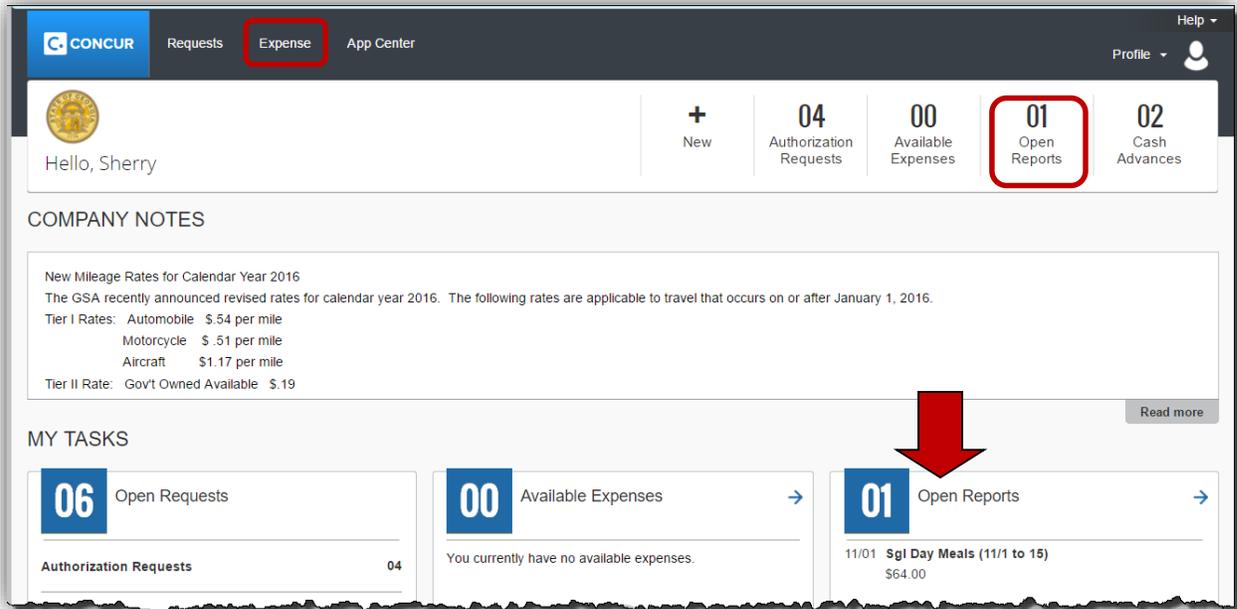
Details Receipts Print/Email

Expenses

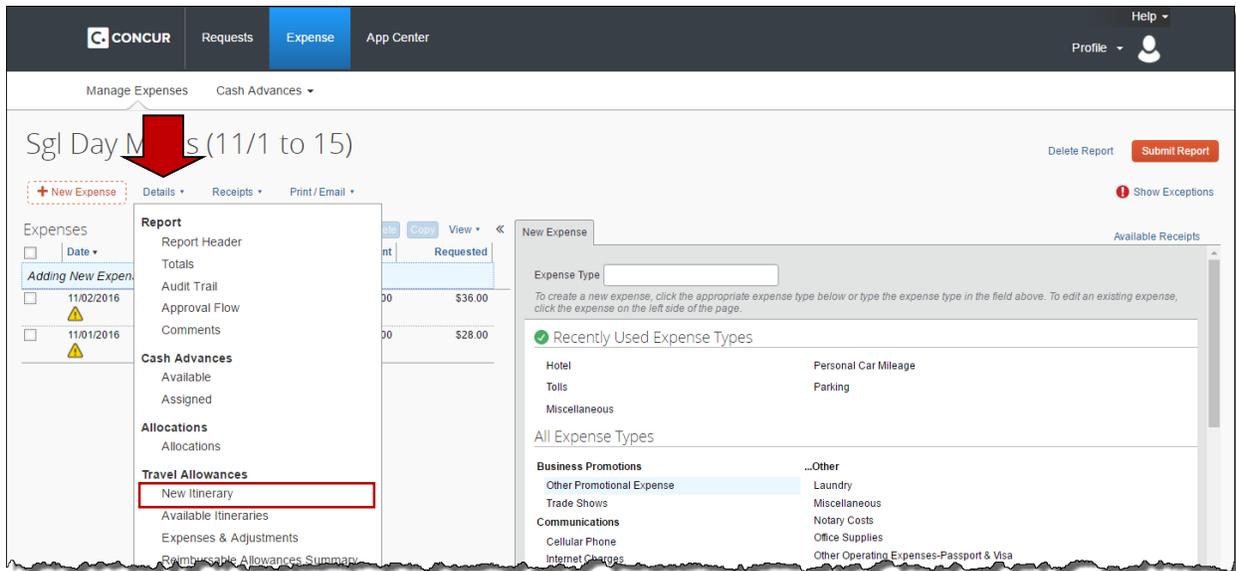
<input type="checkbox"/>	Date	Expense Type	Amount	Required
Adding New Expense				
<input type="checkbox"/>	11/02/2016	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	11/01/2016	Fixed Meals Roopville, Georgia	\$28.00	\$28.00

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.

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

1 Create New Itinerary 2 Available Itineraries Expenses & Adjustments

Itinerary Info

Itinerary Name: Sgl Day Meals (11/1 to 15) Selection: 2. Single Day Per Diem (SAO)

Add Stop Delete Rows

<input type="checkbox"/>	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

- 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.

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

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date: 12/19/2016 Go

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At...	Hours
<input type="checkbox"/>	12/19/2016 Monday	<input type="text"/>						
<input type="checkbox"/>	12/20/2016 Tuesday	<input type="text"/>						
<input type="checkbox"/>	12/21/2016 Wednes...	<input type="text"/>						
<input type="checkbox"/>	12/22/2016 Thursday	<input type="text"/>						
<input type="checkbox"/>	12/23/2016 Friday	<input type="text"/>						
<input type="checkbox"/>	12/24/2016 Saturday	<input type="text"/>						
<input type="checkbox"/>	12/25/2016 Sunday	<input type="text"/>						

Save Itineraries

Go to Standard Itinerary Cancel

- 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.

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	An itinerary already exists for this day						
	11/02/2016 Wednes...	An itinerary already exists for this day						
<input type="checkbox"/>	11/03/2016 Thursday							
<input type="checkbox"/>	11/04/2016 Friday							
<input type="checkbox"/>	11/05/2016 Saturday							
<input type="checkbox"/>	11/06/2016 Sunday							
	11/07/2016 Monday	An itinerary already exists for this day						

Save Itineraries

Go to Standard Itinerary Next >> Cancel

- 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.
 - 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**.

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

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date 11/01/2016 Go

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At...	Hours
	11/01/2016 Tuesday	An itinerary already exists for this day						
	11/02/2016 Wednes...	An itinerary already exists for this day						
<input type="checkbox"/>	11/03/2016 Thursday	Atlanta, Georgia	6:00 AM	Centerville, Georgia	3:30 PM	5:30 PM	7:00 PM	13:00
<input type="checkbox"/>	11/04/2016 Friday							
<input type="checkbox"/>	11/05/2016 Saturday							
<input type="checkbox"/>	11/06/2016 Sunday							
	11/07/2016 Monday	An itinerary already exists for this day						

Save Itineraries

Go to Standard Itinerary Cancel

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

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

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date 11/01/2016 Go

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

Save Itineraries

Go to Standard Itinerary Cancel

✓ **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

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

Single Day Itineraries Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

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

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

Single Day Itineraries Available Itineraries Expenses & Adjustments 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"/>	11/01/2016 Roopville, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	11/02/2016 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	11/03/2016 Centerville, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00

Update Expenses Cancel

- 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.

The screenshot shows the CONCUR web interface for managing expenses. The top navigation bar includes 'CONCUR', 'Requests', 'Expense' (highlighted), and 'App Center'. Below this, there are links for 'Manage Expenses' and 'Cash Advances'. The main heading is 'Sgl Day Meals (11/1 to 15)'. There are buttons for '+ New Expense', 'Details', 'Receipts', and 'Print / Email'. Below the heading is a table of expenses with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A red arrow points to the first row of the table, which is highlighted in light blue and labeled 'Adding New Expense'.

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	11/03/2016	Fixed Meals Centerville, Georgia	\$28.00	\$28.00
<input type="checkbox"/>	11/02/2016	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	11/01/2016	Fixed Meals Roopville, Georgia	\$28.00	\$28.00