



Travel Allowances – Overnight Stay

If you do not use the **Standard 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 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

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: December Biz Travel (12/15-31) □ ×

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO) 

<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 system defaults the Selection box to 1. Multiple Day Per Diem which is *correct* for meals with an associated overnight stay.
 - Once you begin entering data, the Selection (Meal Type) cannot be changed to allow entry of Single Day Meals on the same expense report. Single Day meals 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

Travel Allowances For Report: December Biz Travel (12/15-31)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO)

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: 12/16/2016 Time: 7:00 AM

Arrival City: Savannah, Georgia

Date: 12/16/2016 Time: 11:00 AM

Save

Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: December Biz Travel (12/15-31)

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO)

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
Alpharetta, Georgia 01/16/2017 07:00 AM	Savannah, Georgia 01/16/2017 11:00 AM	CHATHAM COUNTY, US-G...

New Itinerary Stop

Departure City: Savannah, Georgia

Date: Time:

- 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

Travel Allowances For Report: December Biz Travel (12/15-31)

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO)

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 12/16/2016 07:00 AM	Savannah, Georgia 12/16/2016 11:00 AM	CHATHAM COUNTY, US-G...

New Itinerary Stop

Departure City: Savannah, Georgia

Date: 12/19/2016 Time: 4:00 PM

Arrival City: Alpharetta, Georgia

Date: 12/19/2016 Time: 8:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: December Biz Travel (12/15-31)

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO)

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 12/16/2016 07:00 AM	Savannah, Georgia 12/16/2016 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 12/19/2016 04:00 PM	Alpharetta, Georgia 12/19/2016 08:00 PM	FULTON COUNTY, US-GA, ...

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: Time:

Arrival City:

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 Savannah, left Savannah on the 21st to go to Valdosta, left Valdosta 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: December Biz Travel (12/15-31) □ ×

[Edit Itinerary](#) | [Available Itineraries](#) | [Expenses & Adjustments](#) | [Reimbursable Allowances Summary](#)

Itinerary Info

Itinerary Name:
 Selection:

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 12/16/2016 07:00 AM	Savannah, Georgia 12/16/2016 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 12/19/2016 04:00 PM	Alpharetta, Georgia 12/19/2016 08:00 PM	FULTON COUNTY, US-GA, ...

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

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

Travel Allowances For Report: December Biz Travel (12/15-31)

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: December Biz Travel (12/15-31)				
Alpharetta, Georgia	12/16/2016 07:00 AM	Savannah, Georgia	12/16/2016 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	12/19/2016 04:00 PM	Alpharetta, Georgia	12/19/2016 08:00 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
Itinerary: Bi-Wkly Trvl (11/1 to 15)				
Roswell, Georgia	11/07/2016 06:00 AM	Savannah, Georgia	11/07/2016 10:15 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	11/08/2016 05:30 PM	Valdosta, Georgia	11/08/2016 07:00 PM	US-GA, UNITED STATES

<< 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

Travel Allowances For Report: December Biz Travel (12/15-31)

Create New Itinerary 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"/>	12/16/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	12/17/2016 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	12/18/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/19/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

<< Previous Create Expenses Cancel

- . Click on **Create Expenses**.


Travel Allowances For Report: December Biz Travel (12/15-31) □ ×

[Create New Itinerary](#) | [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"/>	12/16/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	12/17/2016 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	12/18/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/19/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

[<< Previous](#) | [Create Expenses](#) | [Cancel](#)




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

December Biz Travel (12/15-31)

[+ New Expense](#) | [Details](#) | [Receipts](#) | [Print / Email](#)

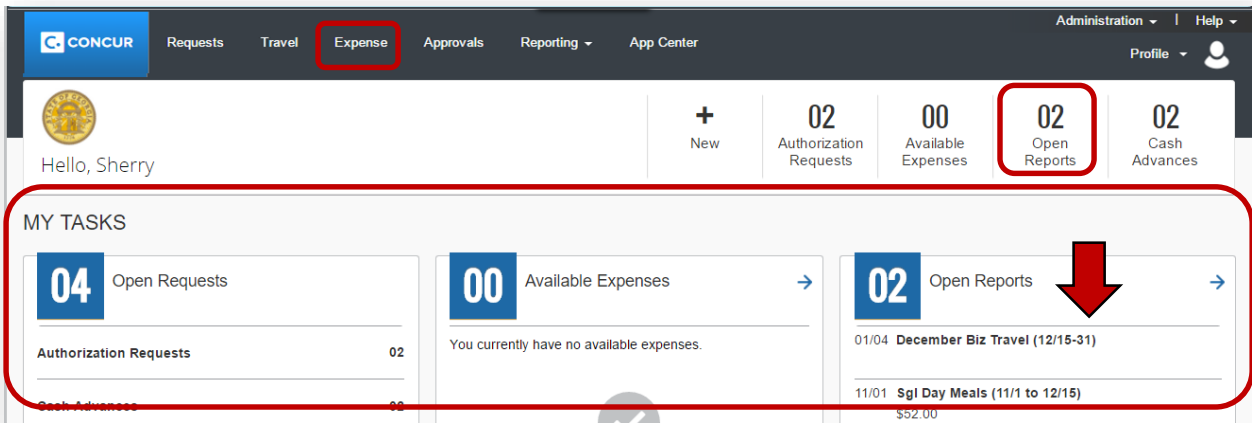
Expenses
[Move](#) | [Delete](#) | [Copy](#) | [View](#) | <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/19/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	12/18/2016	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/17/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	12/16/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

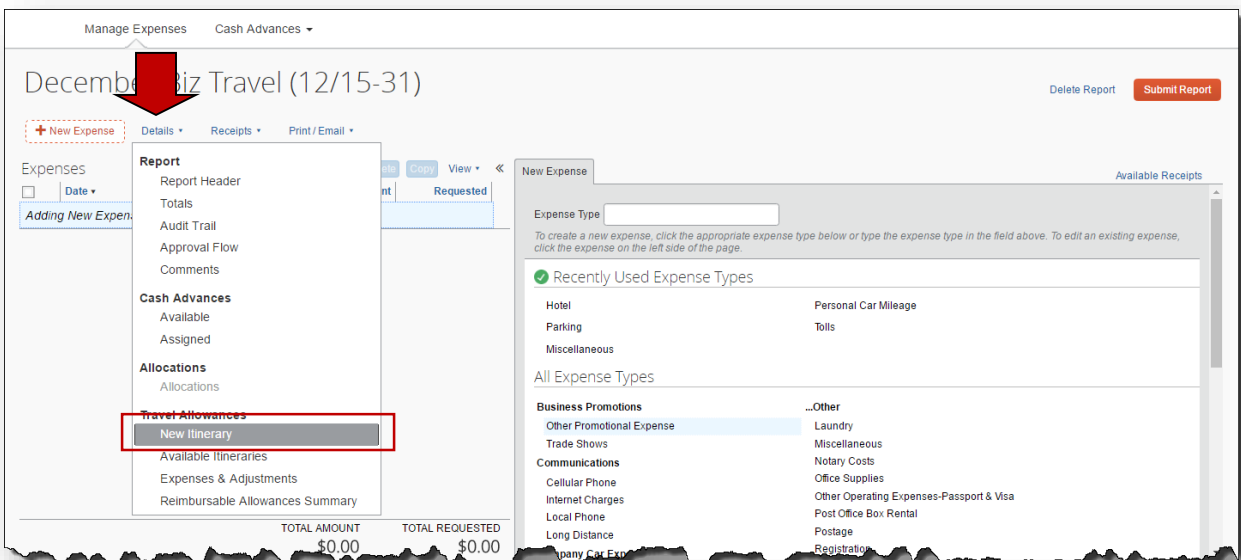


Add Multiple Day Travel Allowances to an EXISTING Report

- 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: December Biz Travel (12/15-31) □ ×

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple 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

- The system defaults the Selection box to 1. Multiple Day Per Diem which is *correct* for meals with an associated overnight stay.
 - Once you begin entering data, the Selection (Meal Type) cannot be changed to allow entry of Single Day Meals on the same expense report. Single Day meals 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 **Departure City** 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 **Arrival City** 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

Travel Allowances For Report: December Biz Travel (12/15-31) □ ×

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple 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: Alpharetta, Georgia ⚙️

Date: 12/16/2016 📅 Time: 7:00 AM

Arrival City: Savannah, Georgia

Date: 12/16/2016 📅 Time: 11:00 AM

Save

Go to Single Day Itineraries **Next >>** Cancel

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

Travel Allowances For Report: December Biz Travel (12/15-31) □ ×

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO)

Add Stop **Delete Rows**

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia	Savannah, Georgia	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	01/16/2017 07:00 AM	01/16/2017 11:00 AM	

New Itinerary Stop

Departure City: Savannah, Georgia

Date: Time:

- 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

Travel Allowances For Report: December Biz Travel (12/15-31) □ ×

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO)

Add Stop **Delete Rows**

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 12/16/2016 07:00 AM	Savannah, Georgia 12/16/2016 11:00 AM	CHATHAM COUNTY, US-G...

New Itinerary Stop


Departure City: Savannah, Georgia

Date: 12/19/2016 Time: 4:00 PM

Arrival City: Alpharetta, Georgia

Date: 12/19/2016 Time: 8:00 PM

Save



Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: December Biz Travel (12/15-31) □ ×

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selectio: 1. Mult

Add Stop **Delete Rows**


<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 12/16/2016 07:00 AM	Savannah, Georgia 12/16/2016 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 12/19/2016 04:00 PM	Alpharetta, Georgia 12/19/2016 08:00 PM	FULTON COUNTY, US-GA, ...

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: Time:

Arrival City:



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 Savannah, left Savannah on the 21st to go to Valdosta, left Valdosta 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: December Biz Travel (12/15-31) □ ×

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO)

[Add Stop](#) [Delete Rows](#)

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 12/16/2016 07:00 AM	Savannah, Georgia 12/16/2016 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 12/19/2016 04:00 PM	Alpharetta, Georgia 12/19/2016 08:00 PM	FULTON COUNTY, US-GA, ...

New Itinerary Stop


Departure City: Alpharetta, Georgia ⚙

Date: Time:

Arrival City:

Date: Time:

[Save](#)



[Go to Single Day Itineraries](#) [Next >>](#) [Cancel](#)

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

Travel Allowances For Report: December Biz Travel (12/15-31)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: December Biz Travel (12/15-31)				
Alpharetta, Georgia	12/16/2016 07:00 AM	Savannah, Georgia	12/16/2016 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	12/19/2016 04:00 PM	Alpharetta, Georgia	12/19/2016 08:00 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
Itinerary: Bi-Wkly Trvl (11/1 to 15)				
Roswell, Georgia	11/07/2016 06:00 AM	Savannah, Georgia	11/07/2016 10:15 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	11/08/2016 05:30 PM	Valdosta, Georgia	11/08/2016 07:00 PM	US-GA, UNITED STATES
Valdosta, Georgia	11/09/2016 03:00 PM	Roswell, Georgia	11/09/2016 07:00 PM	FULTON COUNTY, US-GA, U

<< 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

Travel Allowances For Report: December Biz Travel (12/15-31)

1 Create New Itinerary 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"/>	12/16/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	12/17/2016 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	12/18/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/19/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

<< Previous Create Expenses Cancel

- . Click on **Create Expenses**.


Travel Allowances For Report: December Biz Travel (12/15-31) □ ×

[Create New Itinerary](#) | [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"/>	12/16/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	12/17/2016 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	12/18/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/19/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

[<< Previous](#) | [Create Expenses](#) | [Cancel](#)



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

December Biz Travel (12/15-31)

[+ New Expense](#) | [Details ▼](#) | [Receipts ▼](#) | [Print / Email ▼](#)

Expenses [Move ▼](#) | [Delete](#) | [Copy](#) | [View ▼](#) | [»](#)

<input type="checkbox"/>	Date ▼	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	12/19/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	12/18/2016	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/17/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	12/16/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

