



Create Travel Allowance (Meals Per Diem) with a New Expense Report No Overnight	
Create Single Day Trip Per Diem	
1	On the My Concur or Expense page, click on New Expense Report tab.
2	The Report Header window will open. Complete all the necessary fields.
3	Click Next .
Note: <i>If your agency is configured for Cash Advances and you have an unassigned approved Cash Advance a box will open asking you to select a cash advance or to continue.</i>	
4	A Travel Allowances box opens. Travel Allowances = Meals Per Diem in TTE. Click on Yes to open the entry form.
5	Click on Go To Single Day Itineraries at the bottom right of the open window if the Standard Multiple Day Entry form opens.
6	Enter the date you want to begin entering meals for in the Choose Start Date field and press Go .
7	Enter your Start Location for the date you want to claim Travel Allowances (Per Diem) for. You must choose locations with (Single Day) in the name.
8	In the Depart field, enter the time you left your Start Location .
Note: <i>You must enter am or pm for time entry.</i>	

9	Enter your final business stop of the day in End Location . You MUST chose an end location that displays (Single Day) in the city name.
10	In the Arrive field, enter the time you arrived at the End Location .
11	In the Depart field, enter the time you left the End Location to return home.
12	In the Back (at Origin) field enter the time you returned to your Start Location and press the Tab key. The total hours will be calculated in the Hours field automatically for you.
13	Follow steps 7-12 to enter any other days you want to claim Travel Allowance (Per Diem) for during the date range displayed.
14	Click Save Itineraries .
Note: <i>To enter meals for a different range of sates, enter a new date in the Choose Start Date field and click Go. Follow steps 7-12.</i>	
15	Click Next .
16	Click Next .
17.	If any of the meals were provided for you, click on the checkbox next to that meal.
18.	Click Create Expenses .
19.	The Travel Allowance (Per Diem) for each day requested will be entered automatically in your Expense Report as a Fixed Meal if it meets the Travel Policy Criteria.

Add Travel Allowance (Meals Per Diem) Entry to an Existing Expense Report No Overnight	
Update Single Day Trip Per Diem	
1	Open Existing Expense Report from Concur or Expense tabs.
2	Click on Details .
3	Click on New Itinerary .
4	Click on Go To Single Day Itineraries at the bottom of the open window if the Standard Itinerary opens.
5	Enter the date you want to add a Travel Allowance for in the Choose Date field.
6	Click Go .
7	Enter your Start Location , Depart Time , End Location [locations must say (Single Day) next to city name], Arrive Time , Depart Time and Back at Origin time and depress the Tab key.
Note: <i>For Single Day Travel Allowance the locations must have (Single Day) after the name to receive the 100% per diem allowance.</i>	



TeamWorks Travel & Expense

8	Repeat step 7 for each day you want to claim a Travel Allowance (Per Diem).
9	Click Save Itineraries .
10	Click on Expenses & Adjustments
11	If any of the meals were provided for you, click on the checkbox next to that meal.
12	Click Update Expenses .
13	The additional Travel Allowance (Per Diem) will be entered automatically in your Expense Report as a Fixed Meal if it meets the Travel Policy Criteria.