

Travel allowances (per diem) are the reimbursement of your travel expenses according to a scheduled set of reimbursement rates that apply to meals or lodging expenses. With fixed travel allowances, the traveler is reimbursed at the fixed rate, no matter how much the actual meal cost.

The Report Header has Claim Travel Allowances defaulted to No.

 On the Create New Report page, complete the required fields (designated with a red asterisk) and the optional fields as directed by your company, and then click Next.

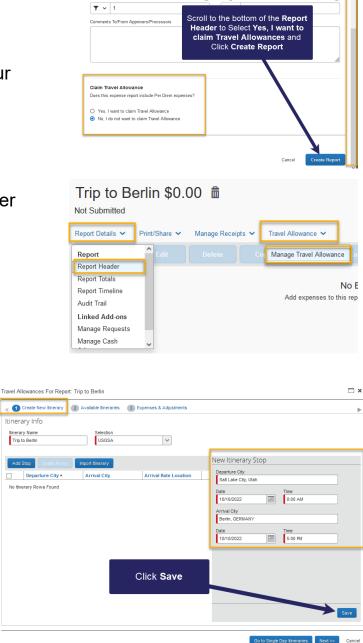
If report is already created,

1) Click on Report > Report Header and update the Claim Travel Allowances section

2) Click Travel Allowances > Manage Travel Allowances

The travel allowance itinerary allows you to specify the locations, dates, and times of your travel. This information then determines which travel allowance rates to apply to your expense report.

 For the first segment of your trip, complete the required fields (indicated with a red bar), and then click Save.



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You must complete an itinerary entry for each segment of your trip.

 After you have entered all your trip segments, click Next.

<b>∢ 1</b>	Edit Itinerary 2 Availa	ble Itineraries 3 Expense	es & Adjustments		
Itine	rary Info				
ltiner	ary Name	Selection			
Trip	to Berlin	USGSA			
Ad	d Stop Delete Rows	Import Itinerary		New Itinerary Stop	
	Departure City A	Arrival City	Arrival Rate Location	Departure City	
	Salt Lake City, Utah 10/10/2022 08:00 AM	Berlin, GERMANY 10/10/2022 05:00 PM	BERLIN, GERMANY	Salt Lake City, Utah	
	Berlin, GERMANY 10/14/2022 08:00 AM	Salt Lake City, Utah 10/14/2022 05:00 PM	SALT LAKE COUNTY, US	Date Time	
				Arrival City	
				Date Time	
		Click	Next		
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The travel allowance itinerary is created. N you will view your fixe travel expenses.

4. To view your travel allowances for this tr click **Next**.

Create New Itinerary	Available Itineraries 3 E	xpenses & Adjustments		
ssigned Itineraries				
Departure City	Date and Time •	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip to Berlin				
Salt Lake City, Utah	10/10/2022 08:00 AM	Berlin, GERMANY	10/10/2022 05:00 PM	BERLIN, GERMANY
Berlin, GERMANY	10/14/2022 08:00 AM	Salt Lake City, Utah	10/14/2022 05:00 PM	SALT LAKE COUNTY, US-UT,
		Click Next		
wailable Itineraries				
Current Itineraries	V Delete Assign			Active Data Location
Current Itineraries Departure City	Date and Time *		Date ann sime	Arrival Rate Location
Current Itineraries Departure City Itinerary: JW Test Pre-T	Date and Time •	Arrival City		
Current Itineraries Departure City Itinerary: JW Test Pre-T Salt Lake City, Utah	Date and Time *	Arrival City San Francisco, California	09/12/2022 12:00 PM	SAN FRANCISCO COUNTY, U
Current Itineraries Departure City Itinerary: JW Test Pre-T Satt Lake City, Utah San Francisco, California	Date and Time *           Trip           09/12/2022 10:00 AM           09/14/2022 01:00 PM	Arrival City		
Current Itineraries Departure City Itinerary: JW Test Pre-T Salt Lake City, Utah	Date and Time *           Trip           09/12/2022 10:00 AM           09/14/2022 01:00 PM	Arrival City San Francisco, California	09/12/2022 12:00 PM	SAN FRANCISCO COUNTY, U

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You'll see a list of allowances for this trip based on your travel itinerary and university policy. For each day, you should check off the meals that are provided for you. This will reduce your allowance for that particular day.

**Note:** There is also a *Per Diem Reduction* expense type to lower the reimbursement amount should the traveler choose to not accept the full amount owed.

 To apply the fixed travel allowances to the expense report, click Create Expenses.

		nts	3 Expenses & Adjustme	rary 2 Available Itineraries	Create New Itinerar
			G0	to	Show dates from
Allowan	Dinner Provided	Lunch Provided	Breakfast Provided	Date/Location *	Exclude   All
\$77				10/10/2022 Berlin, GERMANY	
\$103				10/11/2022 Berlin, GERMANY	
\$103.				10/12/2022 Berlin, GERMANY	
\$103.				10/13/2022 Berlin, GERMANY	
\$77.				10/14/2022 Berlin, GERMANY	
	penses	Create Ex	Click		

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Exclude   All	Date/Location •	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	10/10/2022 Berlin, GERMANY	V			\$62.25
	10/11/2022 Berlin, GERMANY				\$103.00
	10/12/2022 Berlin, GERMANY				\$77.00
	10/13/2022 Berlin, GERMANY			<b>V</b>	\$36.00
	10/14/2022 Berlin, GERMANY	V			\$62.25

Notice the expense entries for your fixed allowances. You can add additional expenses to the report, and then submit the report as you normally would.

Not Su	Trip to Berlin \$340.50 m       Copy Report       Submit Report         Not Submitted         Report Details ~ Print/Share ~ Manage Receipts ~ Travel Allowance ~							
Add	Expense	More Actions 🗸	Move to 🗸		Viev	r: Standard 🗸		
	Receipt↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date 🗐	Requested ↑↓		
		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/14/2022	\$62.25		
		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/13/2022	\$36.00		
		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/12/2022	\$77.00		
		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/11/2022	\$103.00		
		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/10/2022	\$62.25		
						\$340.50		