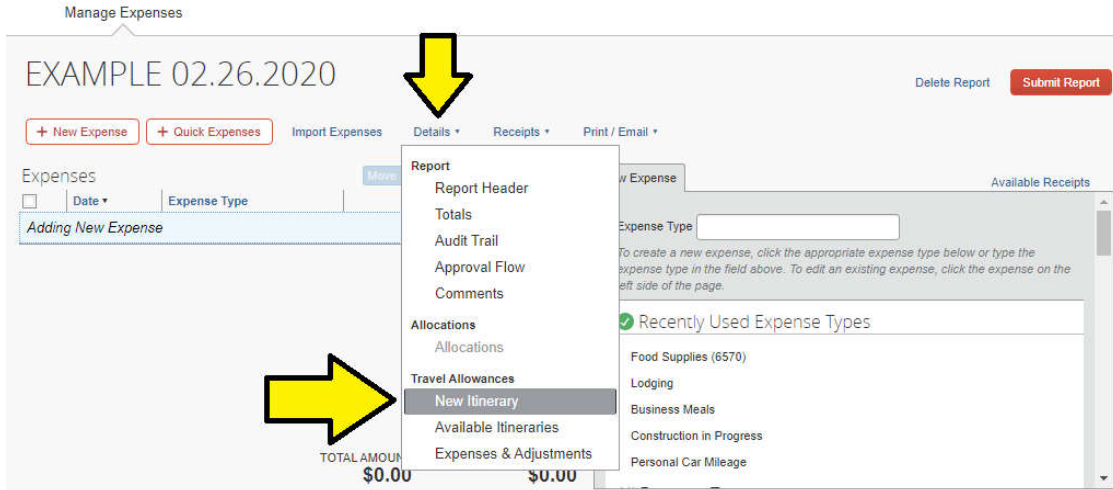


Per Diem Options in Concur

1. Full Per Diem – lodging and/or meals & incidentals

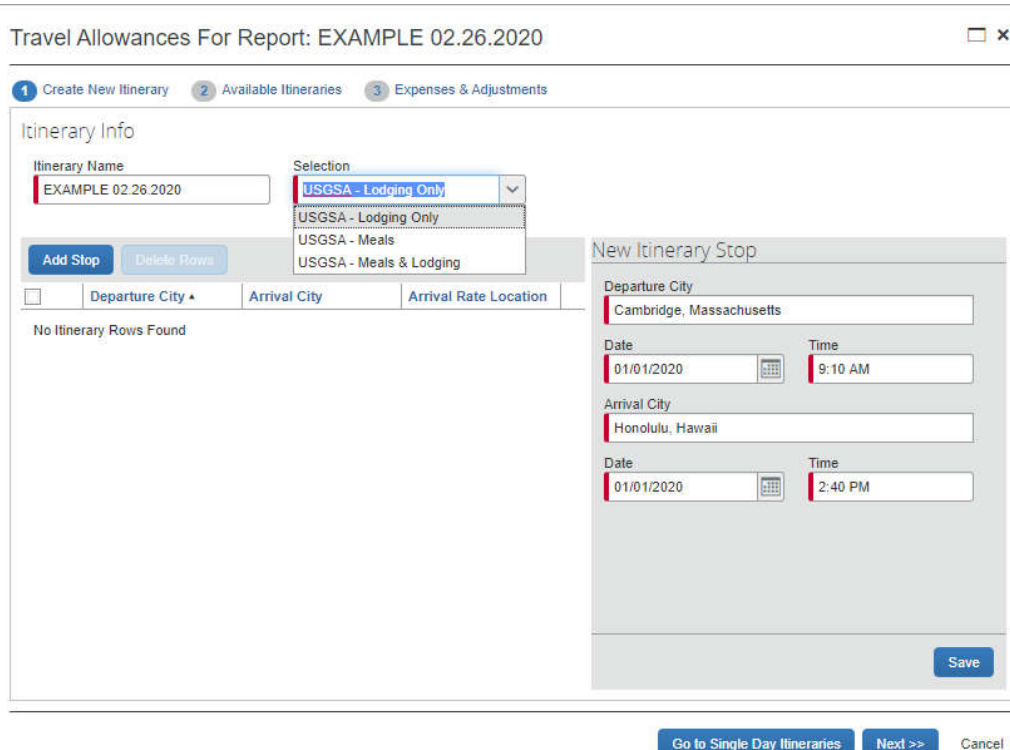
Create a new Expense Report & select "Details" > "New Itinerary"



From the drop down at the top select either "Lodging Only", "Meals", or "Meals & Lodging" based on the traveler's needs.

Enter your Departure City along with the Date & Time of your departure

Enter your Destination City along with the Date & Time (local time of that destination city) of your arrival



Then click "Save"

The itinerary will then populate with your departure and assume your next leg of travel away from that Destination city:

Travel Allowances For Report: EXAMPLE 02.26.2020

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: EXAMPLE 02.26.2020 Selection: USGSA - Lodging Only

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Cambridge, Massach...	Honolulu, Hawaii	HONOLULU, US-HI, ...
	01/01/2020 09:10 AM	01/01/2020 02:40 PM	

New Itinerary Stop

Departure City: Honolulu, Hawaii

Date: [] Time: []

Arrival City: Cambridge, Massachusetts

Date: [] Time: []

Save

Go to Single Day Itineraries Next >> Cancel

Enter your Date & Time of departure (local Departure City time)

Enter your Arrival City along with Date & Time of approval (local Arrival City time)

Then click "Save"

Then click "Next" and "Next" again

You're then brought to a screen that allows you to exclude certain nights of lodging and/or meals:

Travel Allowances For Report: EXAMPLE 02.26.2020
☐ ×

Create New Itinerary | Available Itineraries | Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/01/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$288.75
<input type="checkbox"/>	01/02/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$326.00
<input type="checkbox"/>	01/03/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$326.00
<input type="checkbox"/>	01/04/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$326.00
<input type="checkbox"/>	01/05/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$326.00
<input type="checkbox"/>	01/06/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$326.00
<input type="checkbox"/>	01/07/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$326.00
<input type="checkbox"/>	01/08/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$326.00
<input type="checkbox"/>	01/09/2020 Honolulu, Hawaii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$111.75

Update Expenses Cancel

For example: say the host provided your Dinner certain days, you can exclude that from the request.

The first column excludes all expenses for that day (lodging & all meals) then meals are individually selectable.

Select "Create Expenses" or "Update Expenses" and the charges are now added to your report:

EXAMPLE 02.26.2020

Expenses <<

<input type="checkbox"/>	Date ▼	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/09/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$111.75	\$111.75
<input type="checkbox"/>	01/08/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$149.00	\$149.00
<input type="checkbox"/>	01/08/2020	Daily Allowance (Lodging) Honolulu, Hawaii	\$177.00	\$177.00
<input type="checkbox"/>	01/07/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$149.00	\$149.00
<input type="checkbox"/>	01/07/2020	Daily Allowance (Lodging) Honolulu, Hawaii	\$177.00	\$177.00
<input type="checkbox"/>	01/06/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$149.00	\$149.00
<input type="checkbox"/>	01/06/2020	Daily Allowance (Lodging) Honolulu, Hawaii	\$177.00	\$177.00
<input type="checkbox"/>	01/05/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$149.00	\$149.00
<input type="checkbox"/>	01/05/2020	Daily Allowance (Lodging) Honolulu, Hawaii	\$177.00	\$177.00
<input type="checkbox"/>	01/04/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$149.00	\$149.00
<input type="checkbox"/>	01/04/2020	Daily Allowance (Lodging) Honolulu, Hawaii	\$177.00	\$177.00
<input type="checkbox"/>	01/03/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$149.00	\$149.00
<input type="checkbox"/>	01/03/2020	Daily Allowance (Lodging) Honolulu, Hawaii	\$177.00	\$177.00
<input type="checkbox"/>	01/02/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$149.00	\$149.00
<input type="checkbox"/>	01/02/2020	Daily Allowance (Lodging) Honolulu, Hawaii	\$177.00	\$177.00
<input type="checkbox"/>	01/01/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	\$111.75	\$111.75
<input type="checkbox"/>	01/01/2020	Daily Allowance (Lodging) Honolulu, Hawaii	\$177.00	\$177.00

TOTAL AMOUNT **\$2,682.50** TOTAL REQUESTED **\$2,682.50**

2. Per Diem Less than Federal

When a traveler is requesting less than full per diem (whether it be for lodging or meals & incidentals), you can enter a line item for "Per Diem Less than Federal":

Manage Expenses

EXAMPLE 02.26.2020 Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Food Supplies (6570)
- Lodging
- Business Meals
- Construction in Progress
- Personal Car Mileage

All Expense Types

- 01. Travel Expenses
 - Per Diem less than Federal

Transaction Date: should be your last day of Business Purpose travel

Per Diem Type: either Lodging or Meals & Incidentals

City of Purchase: location of travel

Payment Type: Out of Pocket

Amount: total amount requested for meals & incidentals or lodging – can't combine lodging + meals & incidentals into one expense line

EXAMPLE 02.26.2020 Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				

New Expense Available Receipts

Expense Type

Transaction Date

Per Diem Type

Business Purpose

City of Purchase

Payment Type

Amount

Comment

TOTAL AMOUNT **\$0.00** TOTAL REQUESTED **\$0.00**

Save Itemize Allocate Attach Receipt Cancel

Comment: show the math on how you came to your amount along with the max that could be allowed for per diem: i.e. "max per diem rate for lodging is \$100/night (max for 4 nights is \$400); requesting 4 nights x \$50 = \$200"

Attach Receipt: include a PDF of the per diem rate sheet for the location from a .gov site. Preferred to use [GSA.gov](https://www.gsa.gov)

Then "**Save**"