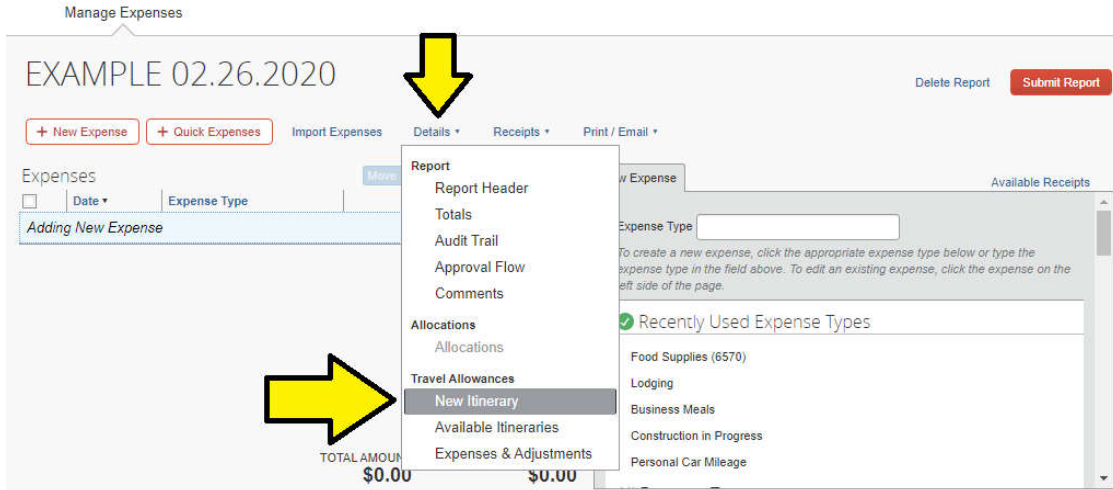# Per Diem Options in Concur

1. Full Per Diem – lodging and/or meals & incidentals
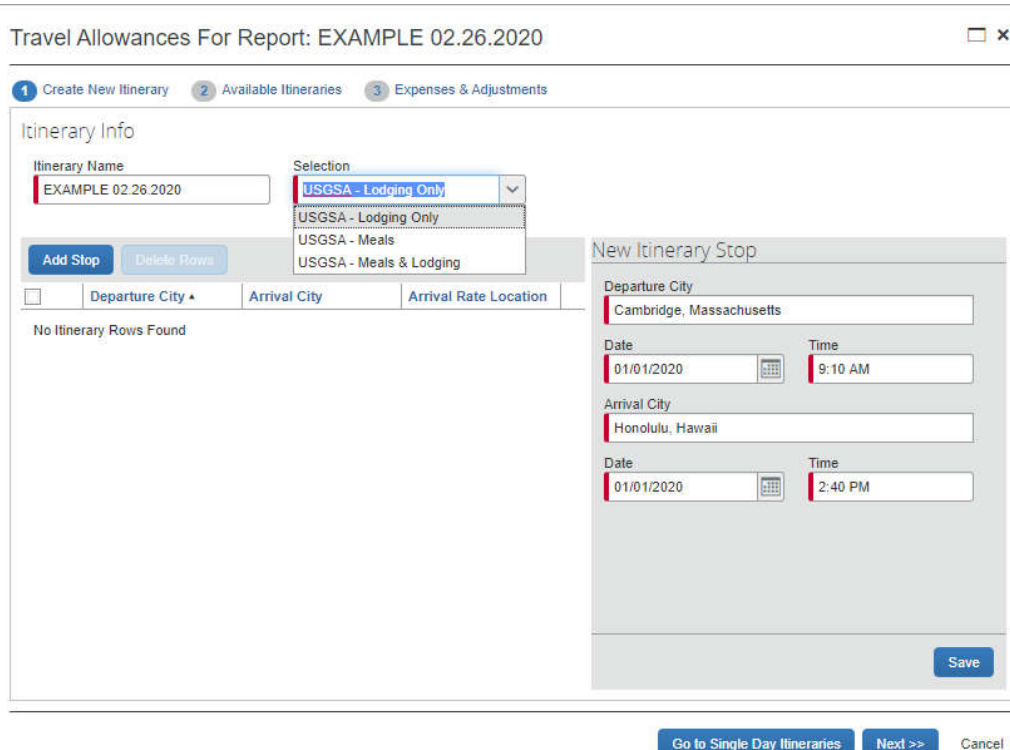
Create a new Expense Report & select "*Details*" > "*New Itinerary*"

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:

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 ☐	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐	01/01/2020 Honolulu, Hawaii	☐	☐	☐	$288.75
☐	01/02/2020 Honolulu, Hawaii	☐	☐	☐	$326.00
☐	01/03/2020 Honolulu, Hawaii	☐	☐	☐	$326.00
☐	01/04/2020 Honolulu, Hawaii	☐	☐	☐	$326.00
☐	01/05/2020 Honolulu, Hawaii	☐	☐	☐	$326.00
☐	01/06/2020 Honolulu, Hawaii	☐	☐	☐	$326.00
☐	01/07/2020 Honolulu, Hawaii	☐	☐	☐	$326.00
☐	01/08/2020 Honolulu, Hawaii	☐	☐	☐	$326.00
☐	01/09/2020 Honolulu, Hawaii	☐	☐	☐	$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

+ New Expense   + Quick Expenses   Import Expenses   Details ▾   Receipts ▾   Pr

Expenses

Move ▾   Delete   Copy   View ▾   «

☐	Date ▾	Expense Type	Amount	Requested
	Adding New Expense			
☐	01/09/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$111.75	$111.75
☐	01/08/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$149.00	$149.00
☐	01/08/2020	Daily Allowance (Lodging) Honolulu, Hawaii	$177.00	$177.00
☐	01/07/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$149.00	$149.00
☐	01/07/2020	Daily Allowance (Lodging) Honolulu, Hawaii	$177.00	$177.00
☐	01/06/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$149.00	$149.00
☐	01/06/2020	Daily Allowance (Lodging) Honolulu, Hawaii	$177.00	$177.00
☐	01/05/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$149.00	$149.00
☐	01/05/2020	Daily Allowance (Lodging) Honolulu, Hawaii	$177.00	$177.00
☐	01/04/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$149.00	$149.00
☐	01/04/2020	Daily Allowance (Lodging) Honolulu, Hawaii	$177.00	$177.00
☐	01/03/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$149.00	$149.00
☐	01/03/2020	Daily Allowance (Lodging) Honolulu, Hawaii	$177.00	$177.00
☐	01/02/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$149.00	$149.00
☐	01/02/2020	Daily Allowance (Lodging) Honolulu, Hawaii	$177.00	$177.00
☐	01/01/2020	Per Diem Meals & Incidentals Honolulu, Hawaii	$111.75	$111.75
☐	01/01/2020	Daily Allowance (Lodging) Honolulu, Hawaii	$177.00	$177.00

TOTAL AMOUNT   TOTAL REQUESTED
$2,682.50   **$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":

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

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

Then "**Save**"