

Using an Itinerary for Allowances – Per Diem and Lodging

When you wish to claim meal & incidental per diem allowances and/or when you use the lodging/hotel expense type on an Expense Report, an Itinerary is required and will need to be imported or created in Concur.

This allows Concur to automatically calculate the meal & incidental per diem allowances based on lodging locations and alert you if your lodging rate is over the maximum allowed limit for OCONUS and International lodging locations.

****You should perform this step before adding any expenses to an Expense Report.****

How to Create or Import an Itinerary

From the Report Details menu on an Expense Report choose Manage Travel Allowance. In the Create New Itinerary tab you can either:

1. Click the Import Itinerary blue button if you have booked your air travel through Concur. Choose the itinerary that corresponds to the Expense Report you are preparing. You will need to edit it if your lodging location is different from your flight destination, as allowances are based on lodging locations. Or,
2. Create an itinerary by using the Create New Itinerary tab and completing the information regarding your stops on the right-hand side of the screen.
 Note: Since MSU has elected to use 75% of per diem allowances on the first and last day of travel, the required times are not critical. You may estimate them or put random times in these fields.

Save each itinerary stop and then click Next when you are done.

You will then be able to select the meals that have been provided to you during travel. Simply click on the boxes corresponding to meals provided and the meal & incidental per diem allowances will automatically calculate.

Travel Allowances For Report: Demonstration ☐ ✕

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Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/14/2019 Incheon, KOREA, REPUBLIC OF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$73.50
<input type="checkbox"/>	05/15/2019 Incheon, KOREA, REPUBLIC OF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$98.00
<input type="checkbox"/>	05/16/2019 Incheon, KOREA, REPUBLIC OF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$98.00
<input type="checkbox"/>	05/17/2019 Incheon, KOREA, REPUBLIC OF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$98.00
<input type="checkbox"/>	05/18/2019 Incheon, KOREA, REPUBLIC OF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$73.50

Note that checking all the meal boxes still leaves a remaining balance, which is representative of the incidental amount of the per diem allowance. The incidental portion of the allowance is eligible for payment, even if all meals are provided. If you or your unit choose not to claim the incidental allowance, you may use the Per Diem Reduction expense type, when processing your Expense Report, to reduce your claim.

You may use the Per Diem Reduction Expense type referenced above on an Expense Report for a variety of reasons such as:

- Remove allowed incidental allowances from an Expense Report;
- Reduce a meal & incidental per diem claim so that the total is a specific amount per day. For instance, if you were only providing \$25 per day, you would allow the full calculation and then reduce by an amount that would provide only the \$25 per day; or
- Reduce a meal & incidental per diem claim so that you are providing only amounts spent as long as the amount is lower than the allowance. For instance, a traveler may not want to claim the full allowance, but instead what he/she spent. You would allow the full calculation and then reduce the amount to the amount spent. Do not provide receipts in this instance.

You may exclude an entire single day or all days, including incidentals, by using the Exclude/All checkbox(s).

- An entire day may be excluded if it was a personal travel day, or if the traveler was provided with all meals and does not wish to claim incidentals.
- All days may be excluded if meal & per diem allowances are not being claimed, but the itinerary is needed for a lodging/hotel claim.

When finished, click on Create Expenses and the calculated amounts will appear on your Expense Report.

Above Allowable Limit – Lodging

When using a hotel expense type on an Expense Report, Concur will automatically check to see if the room/tax charge are above the allowable limit for a OCONUS or International location.

When the allowable limit has been exceeded, you will be prompted to provide a business purpose in the Allowance Exceeded Reason field of the Hotel expense type.

To view the allowance limit as well as the amount above the limit, use the Report Details menu on the Expense Report, choose Manage Travel Allowance and then click on the Reimbursable Allowances Summary tab.