

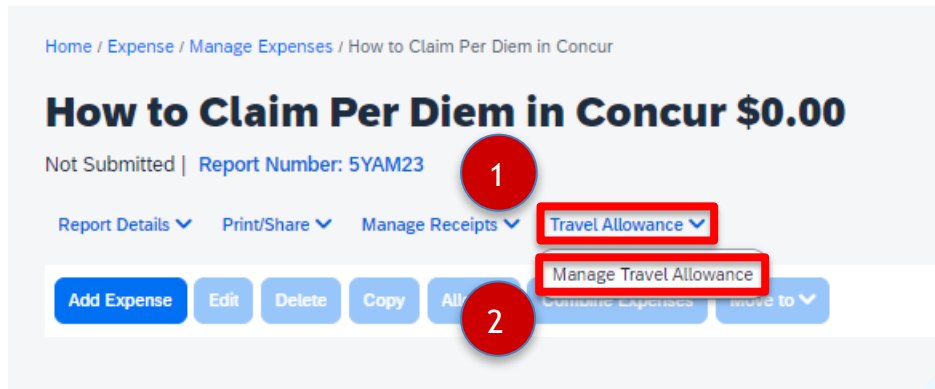
How to Claim Per Diem in Concur

This Quick Reference Guide demonstrates how to claim Per Diem in **Concur**.

There are two ways to claim Per Diem in Concur: the first is by creating an itinerary, which will allow you to create a **Travel Allowance**; the second is by manually entering the Per Diem amount using the **Miscellaneous Travel** expense type. All guest accounts will need to use the Miscellaneous Travel method. For this method, please skip to Page 5.

Creating a Daily Allowance

- A **Travel Allowance** in Concur is the **Meals and Incidentals** Per Diem rate set by the U.S. Government for the region visited.
-



1	Click Travel Allowance drop down within expense report
2	Select Manage Travel Allowance

Travel Allowances For Report: How to Claim Per Diem in Concur



- 1 Create New Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
How to Claim Per Diem in Concur

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
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No Itinerary Rows Found

3

New Itinerary Stop

Departure City
Boston, Massachusetts

Date: 01/15/2024 Time: 6:00 AM

Arrival City
San Diego, California

Date: 01/15/2024 Time: 11:00 AM

4

Save

Go to Single Day Itineraries Next >> Cancel

3	Fill out first Itinerary Stop on landing page (this will include Departure and Arrival cities and times). Note: DO NOT click Next after filling out the above
4	Click Save
5	Select the blue Add Stop button to add an additional Itinerary Stop. <i>If the trip involves travel to only one destination, this will be the Return Trip</i>
6	Click Save

Travel Allowances For Report: How to Claim Per Diem in Concur



- 1 Edit Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
How to Claim Per Diem in Concur

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
--------------------------	----------------	--------------	-----------------------

<input type="checkbox"/>	Boston, Massachusetts	San Diego, California	SAN DIEGO COUNTY, US-CA, US
	01/15/2024 06:00 AM	01/15/2024 11:00 AM	

No Itinerary Rows Found

No Itinerary Rows Found

No Itinerary Rows Found

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No Itinerary Rows Found

New Itinerary Stop

Departure City
San Diego, California

Date: 01/21/2024 Time: 10:00 PM

Arrival City
Boston, Massachusetts

Date: 01/22/2024 Time: 6:00 AM

6

Save

Go to Single Day Itineraries Next >> Cancel

Travel Allowances For Report: How to Claim Per Diem in Concur



- 1 Edit Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

Itinerary Info

Itinerary Name

How to Claim Per Diem in Concur

- Add Stop
- Delete Rows
- Import Itinerary

<input type="checkbox"/>	Departure City†	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Boston, Massachusetts 01/15/2024 06:00 AM	San Diego, California 01/15/2024 11:00 AM	SAN DIEGO COUNTY, US-CA, US
<input type="checkbox"/>	San Diego, California 01/21/2024 10:00 PM	Boston, Massachusetts 01/22/2024 06:00 AM	SUFFOLK COUNTY, US-MA, US

New Itinerary Stop

Departure City
Boston, Massachusetts

Date Time

Arrival City

Date Time

7

Save

- Go to Single Day Itineraries
- Next >>
- Cancel

7	Click Next
8	You are now viewing the Assigned Itinerary : If your Itinerary looks correct, hit Next (clicking Previous will allow you to go back and edit your work).

Travel Allowances For Report: How to Claim Per Diem in Concur



- 1 Create New Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

Assigned Itineraries

	Departure City	Date and Time†	Arrival City	Date and Time	Arrival Rate Location
Itinerary: How to Claim Per Diem in Concur	Boston, Massachusetts	01/15/2024 06:00 AM	San Diego, California	01/15/2024 11:00 AM	SAN DIEGO COUNTY, US-CA, US
	San Diego, California	01/21/2024 10:00 PM	Boston, Massachusetts	01/22/2024 06:00 AM	SUFFOLK COUNTY, US-MA, US

Available Itineraries

Current Itineraries

- Delete
- Assign

	Departure City	Date and Time†	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found					

8

- << Previous
- Next >>

9	Indicate any included meals during travel dates by selecting appropriate check boxes. Concur will adjust your Allowance accordingly.
10	Click Create Expenses .

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] []

Exclude All <input type="checkbox"/>	Date/Location ¹	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/15/2024 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	01/16/2024 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	01/17/2024 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$40.00
<input type="checkbox"/>	01/18/2024 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	01/19/2024 San Diego, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$57.00
<input type="checkbox"/>	01/20/2024 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$39.00
<input type="checkbox"/>	01/21/2024 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	01/22/2024 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

<< Previous
Create Expenses
Cancel

9

10

You have successfully claimed Per Diem in Concur:

Home / Expense / Manage Expenses / How to Claim Per Diem in Concur

How to Claim Per Diem in Concur \$469.00

Delete Report
Submit Report

Not Submitted | Report Number: 5YAM23

Report Details
Print/Share
Manage Receipts
Travel Allowance
View Available Receipts

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to

<input type="checkbox"/>	Receipt ¹	Payment Type ¹	Expense Type ¹	Vendor Details ¹	Date ¹	Requested ¹
<input type="checkbox"/>		Out of Pocket	Daily Allowance (513500, 513700)	San Diego, California	01/22/2024	\$55.50
<input type="checkbox"/>		Out of Pocket	Daily Allowance (513500, 513700)	San Diego, California	01/21/2024	\$74.00
<input type="checkbox"/>		Out of Pocket	Daily Allowance (513500, 513700)	San Diego, California	01/20/2024	\$39.00
<input type="checkbox"/>		Out of Pocket	Daily Allowance (513500, 513700)	San Diego, California	01/19/2024	\$57.00
<input type="checkbox"/>		Out of Pocket	Daily Allowance (513500, 513700)	San Diego, California	01/18/2024	\$74.00
<input type="checkbox"/>		Out of Pocket	Daily Allowance (513500, 513700)	San Diego, California	01/17/2024	\$40.00
<input type="checkbox"/>		Out of Pocket	Daily Allowance (513500, 513700)	San Diego, California	01/16/2024	\$74.00
<input type="checkbox"/>		Out of Pocket	Daily Allowance (513500, 513700)	San Diego, California	01/15/2024	\$55.50
						\$469.00

Miscellaneous Travel

- The Miscellaneous Travel expense type can be used as an alternative to creating a daily allowance. All Per Diem expense in Guest Accounts must be reimbursed utilizing this method.

Add Expense [Close]

0 Available Expenses + Create New Expense

Search for an expense type

01. Travel Expenses

- Accommodations (513500, 513700)
- Hotel Internet Fees (513500, 513700)
- Hotel Phone/Fax (513500, 513700)
- Incidentals (513500, 513700)
- Laundry (513500, 513700)
- Miscellaneous Travel (513500, 513700)** 1

02. Transportation

1	Select the Miscellaneous Travel expense type from the list of available expenses.
2	Enter the Business Purpose as "Per Diem."

Details | Itemizations | Hide Receipt

Allocate * Required field

Expense Type *
Miscellaneous Travel (513500, 513700)

Transaction Date *
01/22/2024

Business Purpose *
Per Diem 2

Enter Vendor Name *
John Smith 3

City of Purchase *
New York, New York

Payment Type *
Out of Pocket

Amount *
148.00 4

Currency *
US, Dollar (USD)

Personal Expense (do not reimburse)

Comment *
Two Days at \$74 per day. 5

Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Add Receipt

3	Enter the Traveler's name under Vendor
4	Enter the Amount as the total amount being claimed
5	In the comments box, indicate the number of days and dollar amount per day being claimed
6	Click Save

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)	
		2015			2016										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$51
Albany	Albany	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$59
Binghamton / Owego	Broome / Tioga	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$59
Buffalo	Erie	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$64
Floral Park / Garden City / Great Neck	Nassau	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$69
Glens Falls	Warren	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$160	\$160	\$99	\$64
Waterloo / Romulus	Tompkins / Seneca	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$59
Kingston	Ulster	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$69
Lake Placid	Essex	\$115	\$115	\$140	\$140	\$140	\$107	\$107	\$107	\$107	\$172	\$172	\$115	\$74	
New York City	Bronx / Kings / New York / Queens / Richmond	\$306	\$306	\$306	\$181	\$181	\$270	\$270	\$270	\$270	\$242	\$242	\$306	\$74	
Niagara Falls	Niagara	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$114	\$114	\$89	\$59	
Nyack / Palisades	Rockland	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$64	
Poughkeepsie	Dutchess	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$64	

7	<p>The receipt should be an attached screenshot of the State Department or GSA set rate for the region being visited during the month of travel.</p> <p>Note: Travel Days are reimbursable for only 75% of the daily meals and incidentals rate.</p>
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