**BU** BUworks Online Help

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 **Daily 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 6

Creating a Daily Allowance

➢ A **Daily Allowance** in Concur is the **Meals and Incidentals** Per Diem rate set by the U.S. Government for the region visited
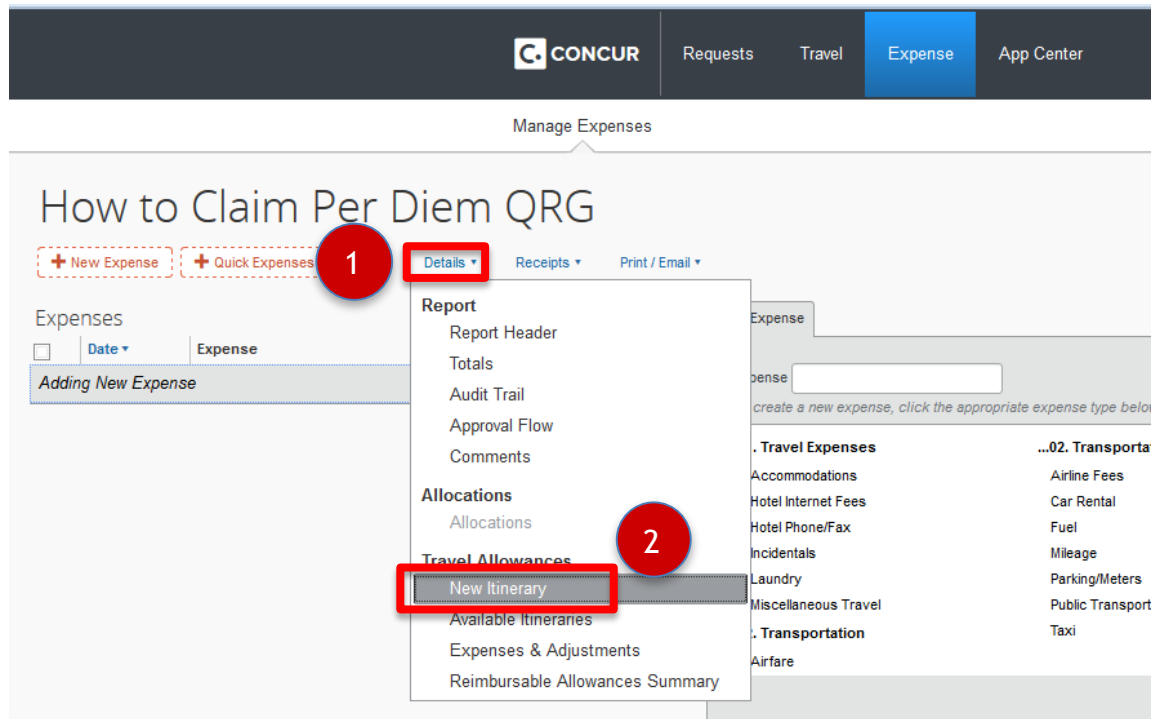
1	Click **Details** drop down within expense report
2	Select **New Itinerary**

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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. *If the trip involves travel to only one destination, this will be the* **Return Trip**
6	Click **Save**

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① Edit Itinerary   ② Available Itineraries   ③ Expenses & Adjustments

Itinerary Info

Itinerary Name
How to Claim Per Diem QRG

Add Stop	Delete Rows	Import Itinerary

	Departure City ▲	Arrival City	Arrival Rate Location
☐	Boston, Massachusetts 01/01/2015 06:00 AM	San Diego, California 01/01/2015 01:00 PM	SAN DIEGO COUNTY, US-C...
☐	San Diego, California 01/04/2015 10:00 AM	Boston, Massachusetts 01/04/2015 06:00 PM	SUFFOLK COUNTY, US-MA,...

New Itinerary Stop

Depart from (city)
Boston, Massachusetts

Date

Time

Arrive in (city)

Date

Time

[Save]

⑦

[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).

① Create New Itinerary   ② Available Itineraries   ③ Expenses & Adjustments

Assigned Itineraries

Edit	Unassign

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
⊖ Itinerary: How to Claim Per Diem QRG				
Boston, Massachusetts	01/01/2015 06:00 AM	San Diego, California	01/01/2015 01:00 PM	SAN DIEGO COUNTY, US-CA, US
San Diego, California	01/04/2015 10:00 AM	Boston, Massachusetts	01/04/2015 06:00 PM	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 >>]

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

You have successfully claimed Per Diem in Concur:

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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.

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

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)	2015			2016									M&IE (5)
		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	$51
Albany	Albany	$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	$59
Buffalo	Erie	$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	$69
Glens Falls	Warren	$99	$99	$99	$99	$99	$99	$99	$99	$99	$160	$160	$99	$64
a / Waterloo / Romulus	Tompkins / Seneca	$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	$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 | 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.

Note: Travel Days are reimbursable for 75% of the daily meals and incidentals rate. |
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