

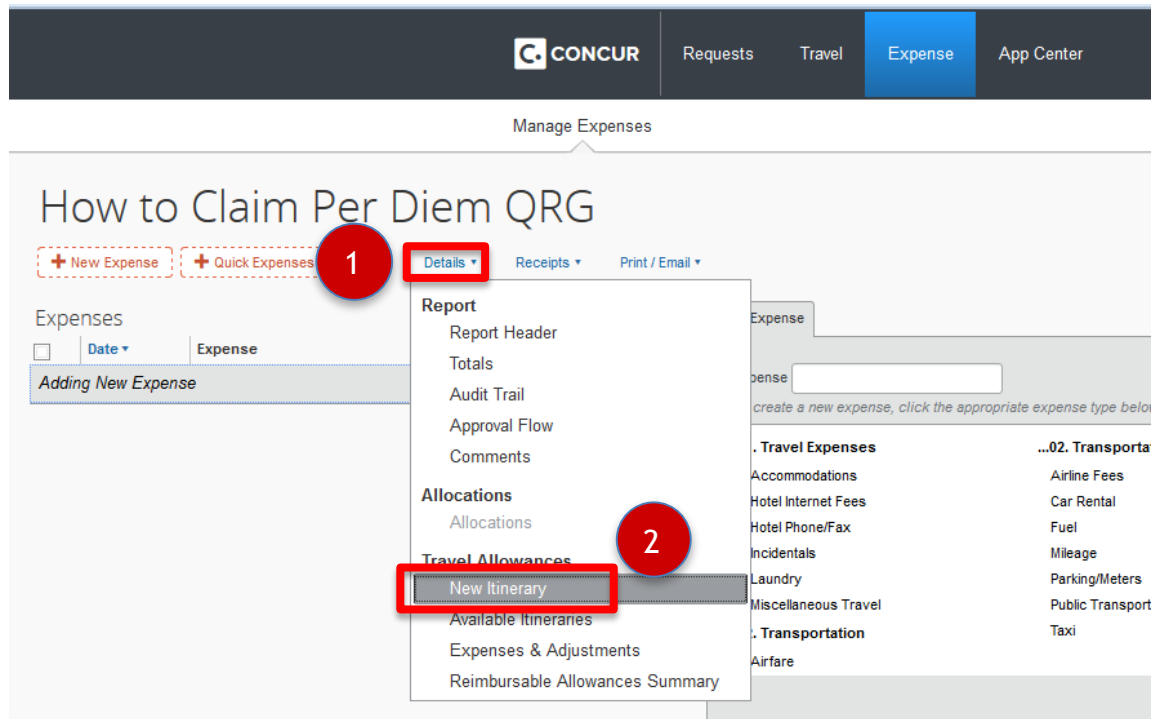
How to Claim Per Diem in Concur

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

- | | |
|---|---|
| 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 |

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

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Boston, Massachusetts 01/01/2015 06:00 AM	San Diego, California 01/01/2015 01:00 PM	SAN DIEGO COUNTY, US-C...
<input type="checkbox"/>	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
[Calendar Icon]

Time
[Time Input]

Arrive in (city)
[City Input]

Date
[Calendar Icon]

Time
[Time Input]

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 [Dropdown] 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 3 Expenses & Adjustments

Show dates from [] to [] Go

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/01/2015 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25
<input type="checkbox"/>	01/02/2015 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	01/03/2015 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$35.00
<input type="checkbox"/>	01/04/2015 San Diego, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$41.25

<< Previous **Create Expenses** Cancel

You have successfully claimed Per Diem in Concur:

How to Claim Per Diem QRG

[+ New Expense](#) [+ Quick Expenses](#) [Import](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses Move Delete Copy View <<

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/04/2015	Daily Allowance San Diego, California	\$41.25	\$41.25
<input type="checkbox"/>	01/03/2015	Daily Allowance San Diego, California	\$35.00	\$35.00
<input type="checkbox"/>	01/02/2015	Daily Allowance San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	01/01/2015	Daily Allowance San Diego, California	\$53.25	\$53.25

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.

New Expense

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 edit icon.

✓ Recently Used Expense Types

Individual Meals (513500, 513700)	Departmental Event Food (511200)	Mate
Accommodations (513500, 513700)		

All Expense Types

01. Travel Expenses	...02. Transportation	...04. C
Accommodations (513500, 513700)	Parking/Meters (513500, 513700)	Printi
Hotel Internet Fees (513500, 513700)	Public Transport (513500, 513700)	05. Fee
Hotel Phone/Fax (513500, 513700)	Taxi (513500, 513700)	Curre
Incidentals (513500, 513700)	Tolls/Road Charges (513500, 513700)	Passy
Laundry (513500, 513700)	Train (513500, 513700)	06. Off
Miscellaneous Travel (513500, 513700)	03. Meals	Articl
02. Transportation	Athletics Catering Expense (518020)	Book
Airfare (513500, 513700)	Business Meals (513500, 513700)	Conf

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

Expense

Expense Type **5**

Transaction Date **2**

Business Purpose **3**

Enter Vendor Name **4**

City of Purchase

Payment Type

Amount **4**

Personal Expense (reimburse)

Comment

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
7 Ithaca / 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 75% of the daily meals and incidentals rate.</p>
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