HOW TO CLAIM PER DIEM IN CONCUR

Per diem is a daily allowance for expenses based on a fixed amount per day to cover the cost of lodging and/or meals and all related taxes and gratuities incurred.

- For domestic travel, per diem rates are established by the General Services Administration (GSA).
- Foreign rates are established by the U.S. State Department.

When to claim per diem: When approved in advance, a traveler may be able to use a per diem allowance for meals.

- Use of a per diem allowance may be appropriate when traveling on a grant, when the sponsoring agency has stipulated a per diem allowance or for extended travel durations where it would be administratively burdensome to maintain actual cost receipt detail.
- Use of a per diem allowance must be pre-approved by an employee's supervisor. For more details on per diem allowance, please see the Travel and Business Expense Policy.

Two ways to claim Per Diem in Concur:

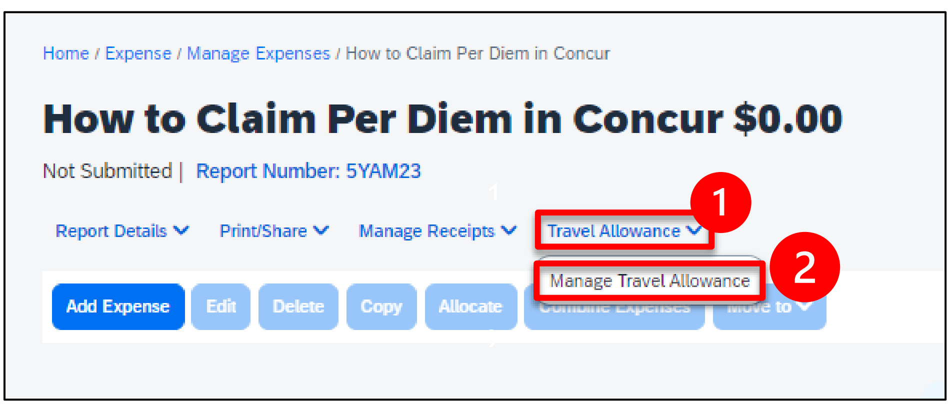
(1) Create an itinerary, which will allow you to create a **Travel Allowance**

(2) Manually enter 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 4.

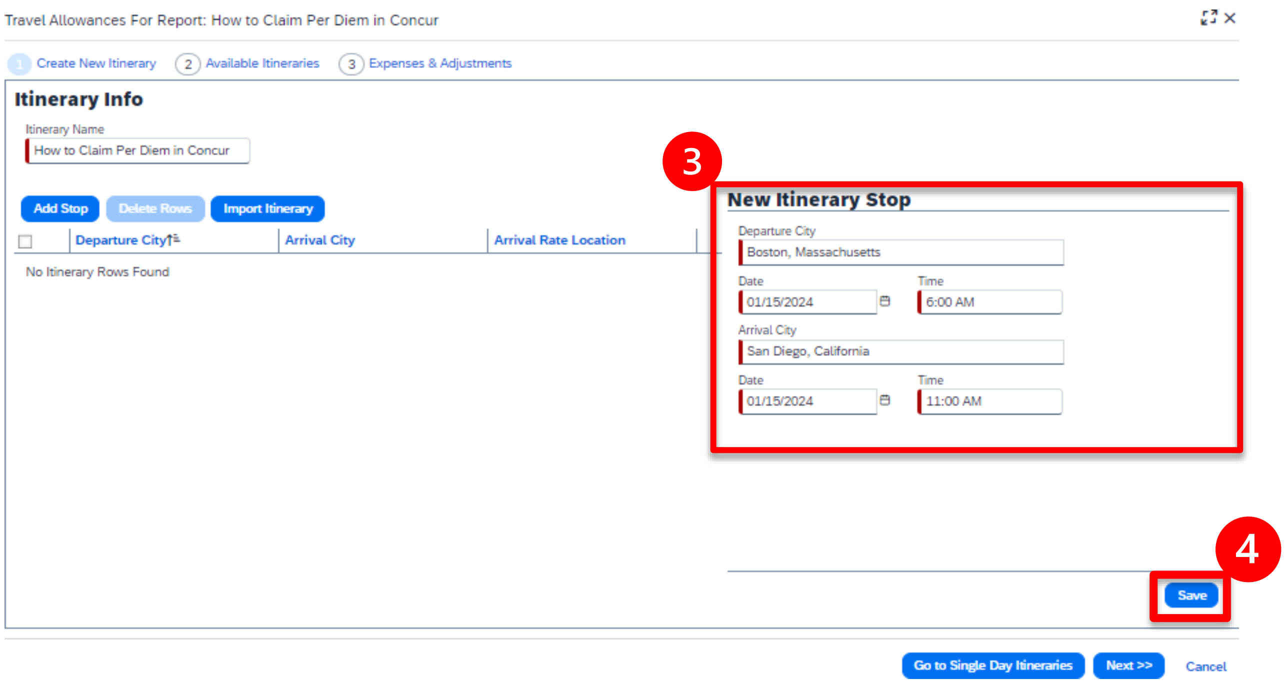
OPTION 1: CREATE AN ITINERARY FOR A DAILY TRAVEL ALLOWANCE

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

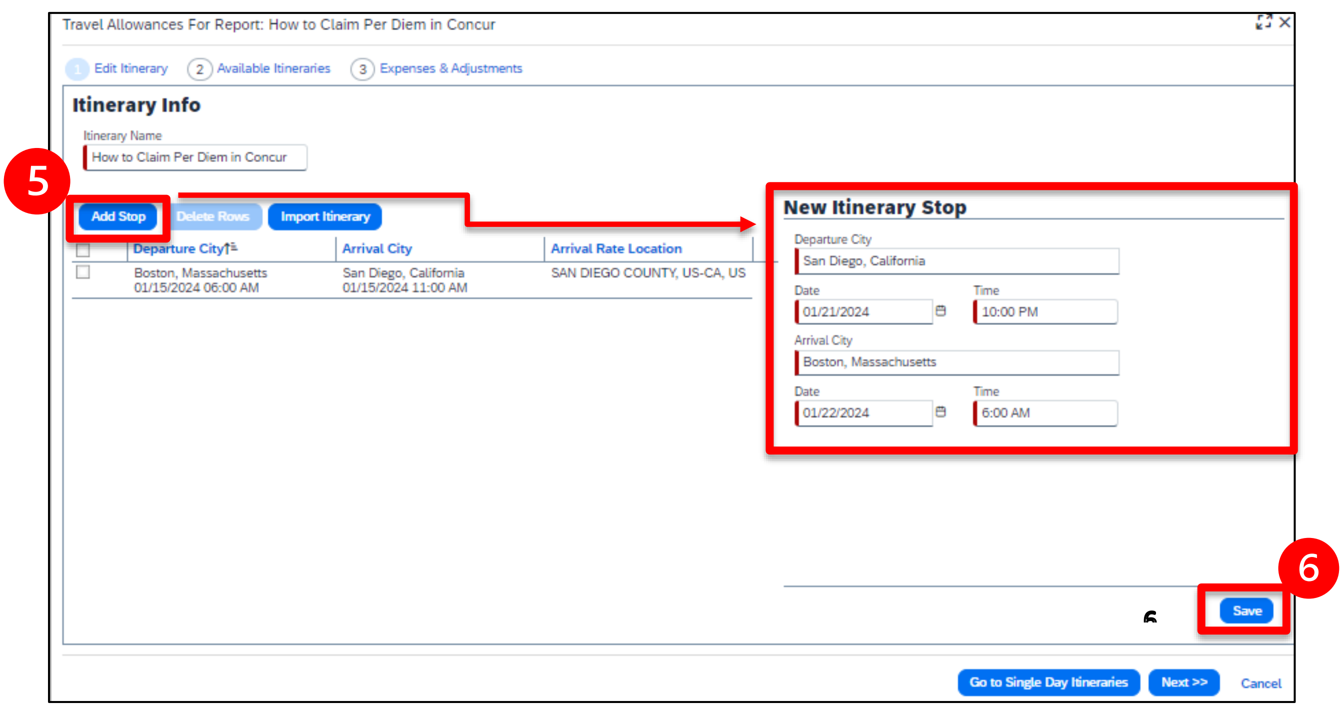
1. Click the **Travel Allowance** drop-down button within the Expense Report.
2. Select **Manage Travel Allowance**.



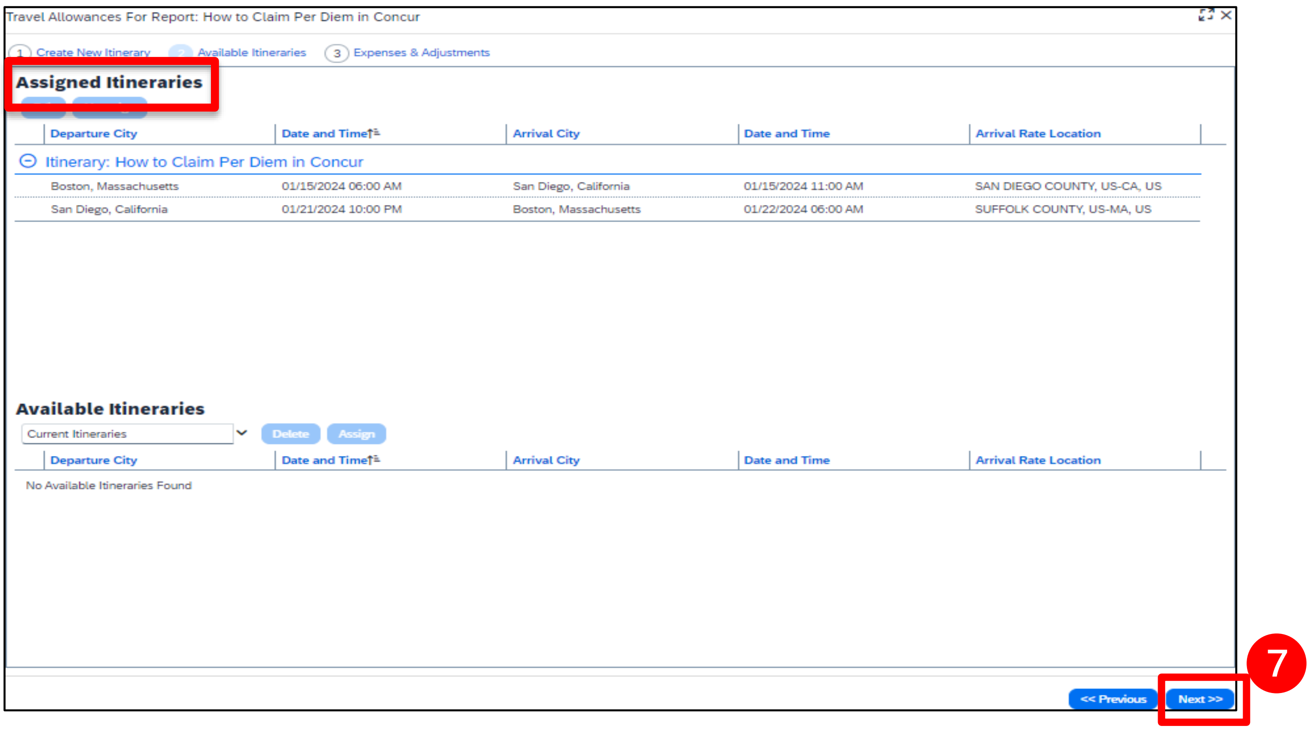
3. Fill out the first **New Itinerary Stop** section on the landing page (this will include Departure and Arrival cities and times). Do not click “Next” after filling out the above.
4. Click **Save**.



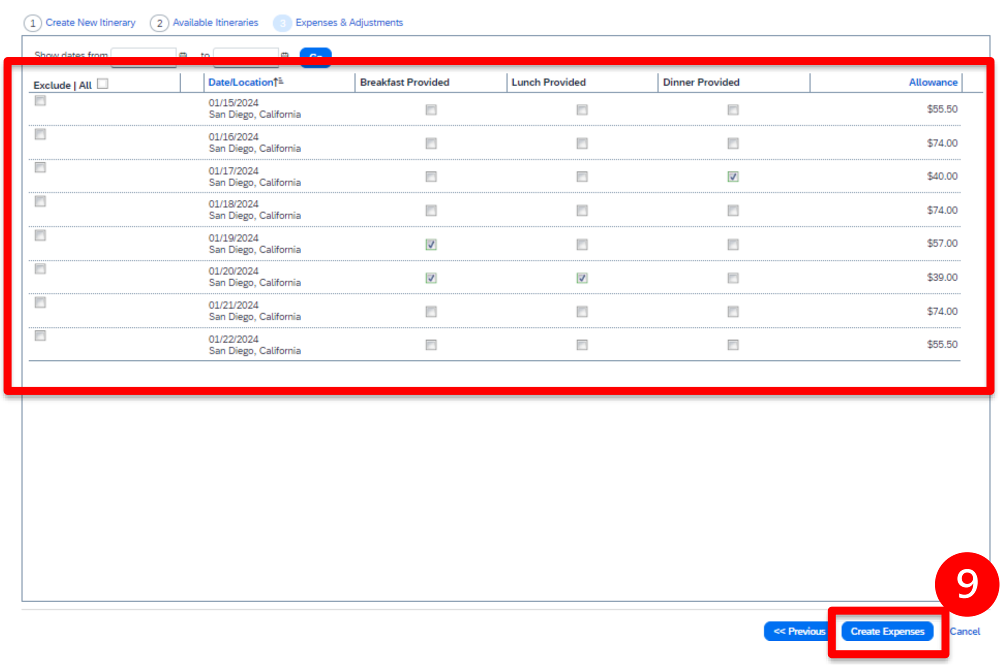
5. Select the blue **Add Stop** button to add an additional itinerary stop. If the trip involves travel to only one destination, this additional stop will be for the Return Trip.
6. Click **Save** and **Next**.



7. Review the Assigned Itinerary. If all looks correct, click **Next**. To go back and edit information, click “Previous.”

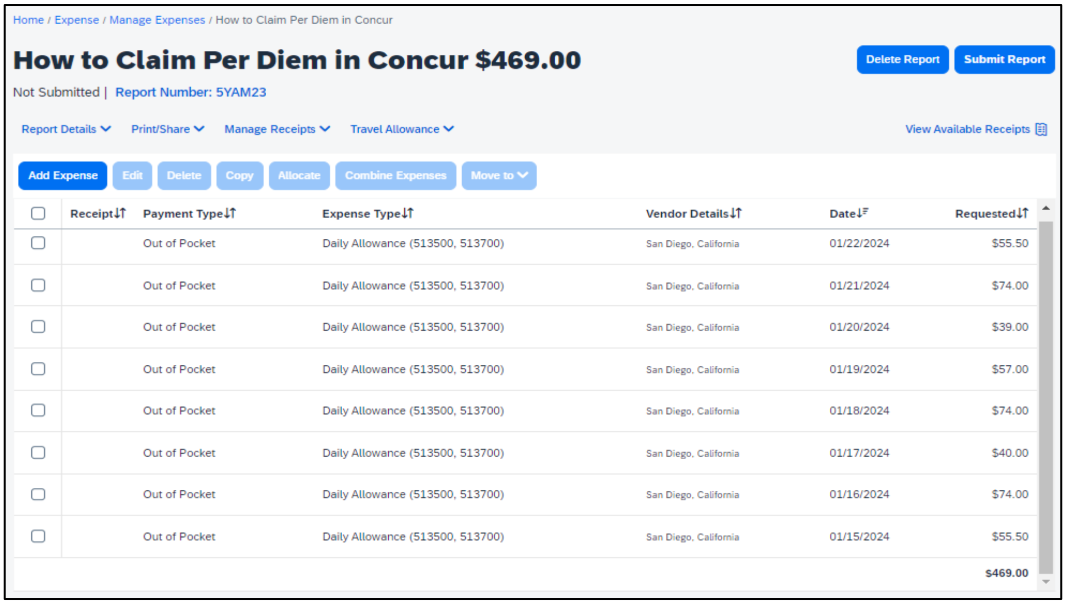


8. Indicate any include meals during travel dates by selecting the appropriate check boxes. Concur will adjust your allowance accordingly.
9. Click **Create Expenses**.

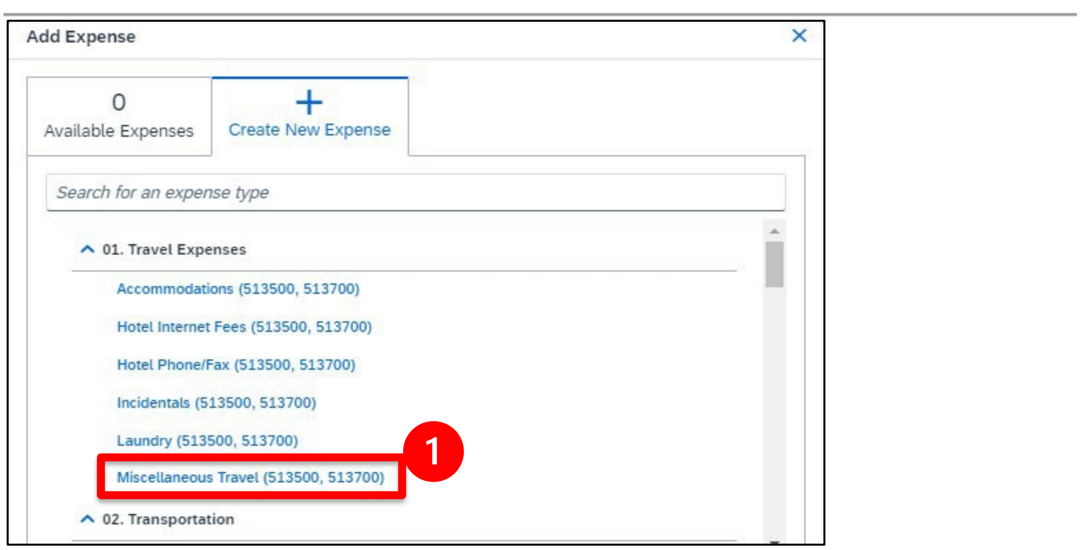


OPTION 2: USE THE MISCELLANEOUS TRAVEL EXPENSE TYPE

The Miscellaneous Travel expense type can be used as an alternative to creating a daily allowance. <u>All per diem expenses in Guest Accounts must be reimbursed utilizing this method.</u>



1. Select **Miscellaneous Travel** from the list of available Travel Expense types.



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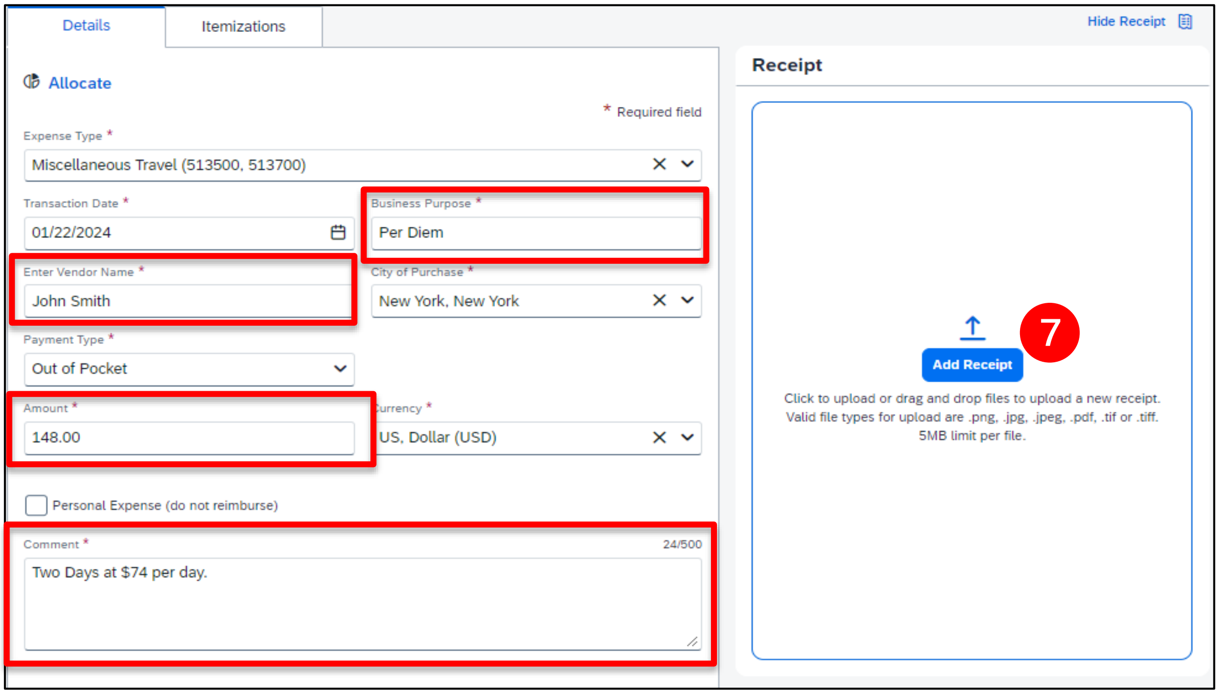
2. Enter the **Business Purpose** as “Per Diem.”
3. Enter the traveler’s name in the **Vendor Name** field.
4. Enter the total amount being claimed in the **Amount** field
5. In the **Comment** box, indicate the number of days and dollar amount per day to be claimed.
6. Click **Save**.
7. Click **Add Receipt** and upload a 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 only 75% of the daily meals and incidentals rate.



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	$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
Ithaca / 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