

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](#).

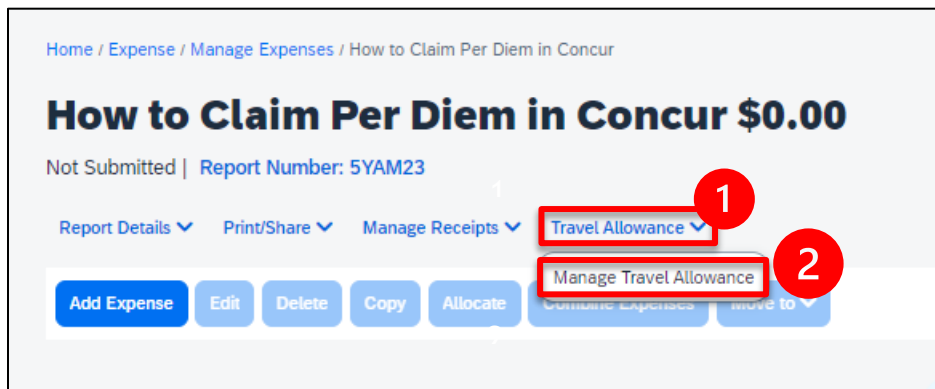
Two ways to claim Per Diem in Concur:

- (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**.



- 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.
- Click **Save**.

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**

☐	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

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

Save

Go to Single Day Itineraries Next >> Cancel

- 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.
- Click **Save** and **Next**.

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**

☐	Departure City	Arrival City	Arrival Rate Location
☐	Boston, Massachusetts 01/15/2024 06:00 AM	San Diego, California 01/15/2024 11:00 AM	SAN DIEGO COUNTY, US-CA, US

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

Save

Go to Single Day Itineraries Next >> Cancel



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

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 ¹	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

Departure City	Date and Time ¹	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous **Next >>**

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

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All ☐	Date/Location ¹	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐	01/15/2024 San Diego, California	☐	☐	☐	\$55.50
☐	01/16/2024 San Diego, California	☐	☐	☐	\$74.00
☐	01/17/2024 San Diego, California	☐	☐	☒	\$40.00
☐	01/18/2024 San Diego, California	☐	☐	☐	\$74.00
☐	01/19/2024 San Diego, California	☒	☐	☐	\$57.00
☐	01/20/2024 San Diego, California	☒	☒	☐	\$39.00
☐	01/21/2024 San Diego, California	☐	☐	☐	\$74.00
☐	01/22/2024 San Diego, California	☐	☐	☐	\$55.50

<< Previous **Create Expenses** Cancel

OPTION 2: USE THE MISCELLANEOUS TRAVEL EXPENSE TYPE

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

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

How to Claim Per Diem in Concur \$469.00

Not Submitted | Report Number: 5YAM23

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾ View Available Receipts [1]

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

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

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

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)

02. Transportation



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.

Details

Itemizations

Allocate

* Required field

Expense Type *
Miscellaneous Travel (513500, 513700)

Transaction Date *
01/22/2024

Business Purpose *
Per Diem

Enter Vendor Name *
John Smith

City of Purchase *
New York, New York

Payment Type *
Out of Pocket

Amount *
148.00

Currency *
US, Dollar (USD)

☐ Personal Expense (do not reimburse)

Comment *
Two Days at \$74 per day.

Receipt

7

Add 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.

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
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	\$145	\$74	
New York City	Bronx / Kings / New York / Queens / Richmond	\$306	\$306	\$306	\$181	\$181	\$270	\$270	\$270	\$270	\$242	\$242	\$306	\$74	