Concur – Per Diem Allowance for Travel

Per Diem Definition

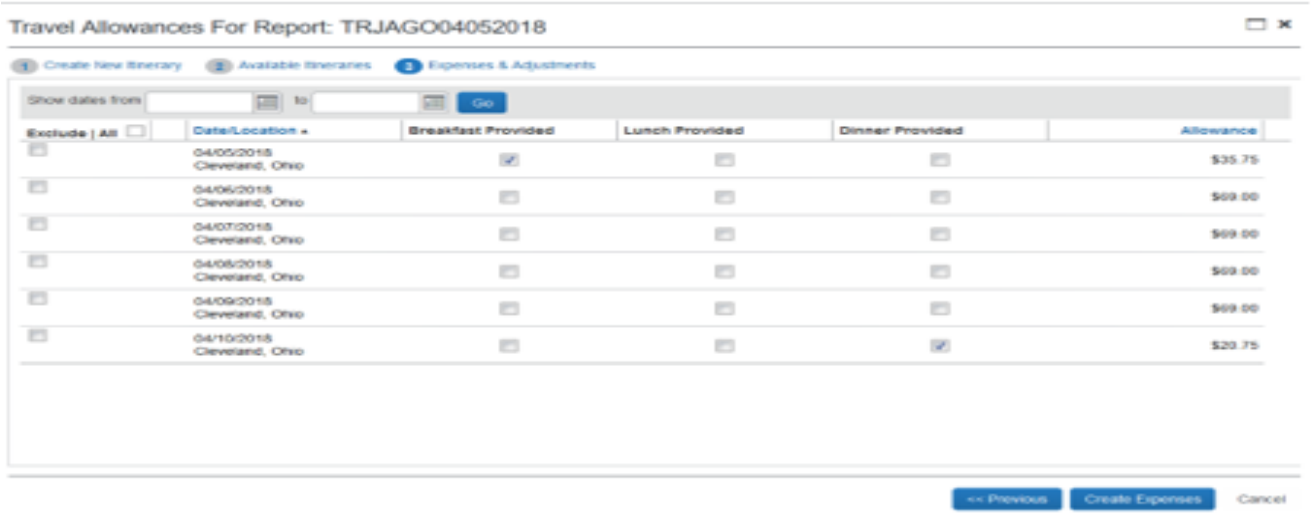
The per-diem allowance is a daily dollar amount covering meals and incidentals. It includes up to three meals per day, and the following incidentals: laundry, dry-cleaning, and gratuities (tips). Per-diem allowances vary according to location. Current rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates. Per diem amounts are provided for expenses that are paid for by the employee out-of-pocket. If a meal is provided, you cannot also claim per diem, you will check that the meal was provided to remove it from the per diem calculation. (See guidance below)

IRS guidelines allow for 75% of the destination per diem rate on the first and last day of travel, regardless of times of travel. Departments may be more restrictive and may limit per diem to specific meals and/or reduce the per diem rate allowable under the GSA rates.

Per Diem Scenarios & Calculations

Scenario 1

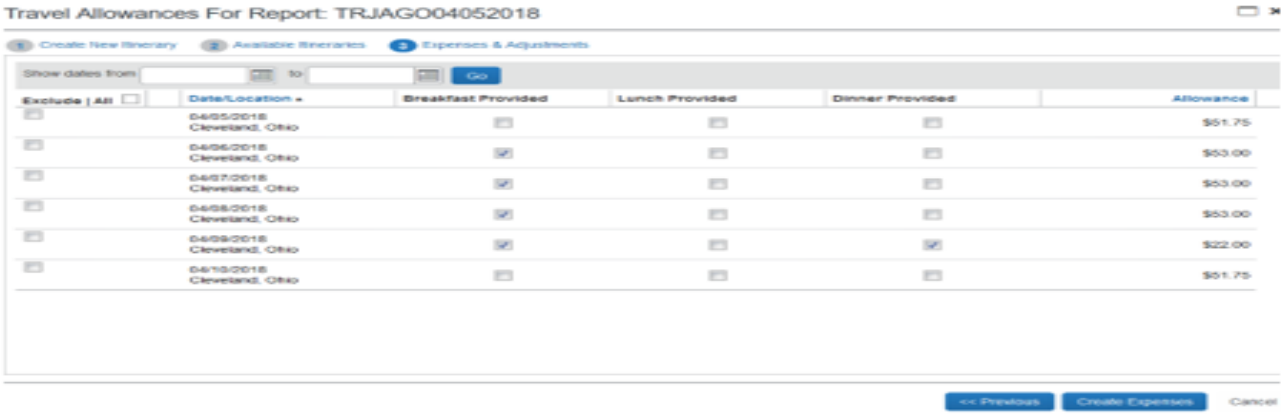
You are attending a conference in Cleveland. Due to budgetary limitations, your department will not allow breakfast on the first day of travel because you are leaving at noon and will not allow dinner on your last day because you will arrive home by noon. You check the breakfast box on the first day and dinner box on the last day. You can see that your per diem allowance has been reduced per the calculation below:



Cleveland Per Diem Allowance $69
Breakfast allowance $16
Dinner Allowance $31
IRS allowance first day $51.75
Less Breakfast Allowance -$16
Allowance after reduction $35.75
IRS allowance last day $51.75
Less Dinner Allowance -$31
Allowance after reduction $20.75

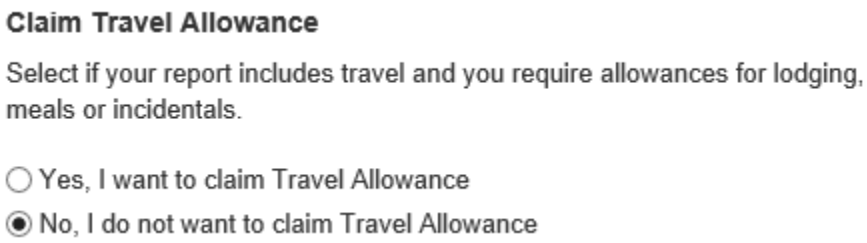
Scenario 2

You are attending a conference in Cleveland. The conference registration includes breakfast each day and dinner on the final night. You will receive 75% of per diem on the first and last day ($51.75). However, you need to reduce your per diem allowance each day for the four breakfast meals provided by the conference by marking breakfast for each day as provided. This will reduce the per diem total by $16/day for breakfast. Since dinner is provided to you as part of the conference registration, you will also need to mark dinner as provided on the last day of the conference. This will further reduce the per diem reimbursement by $31 for dinner.



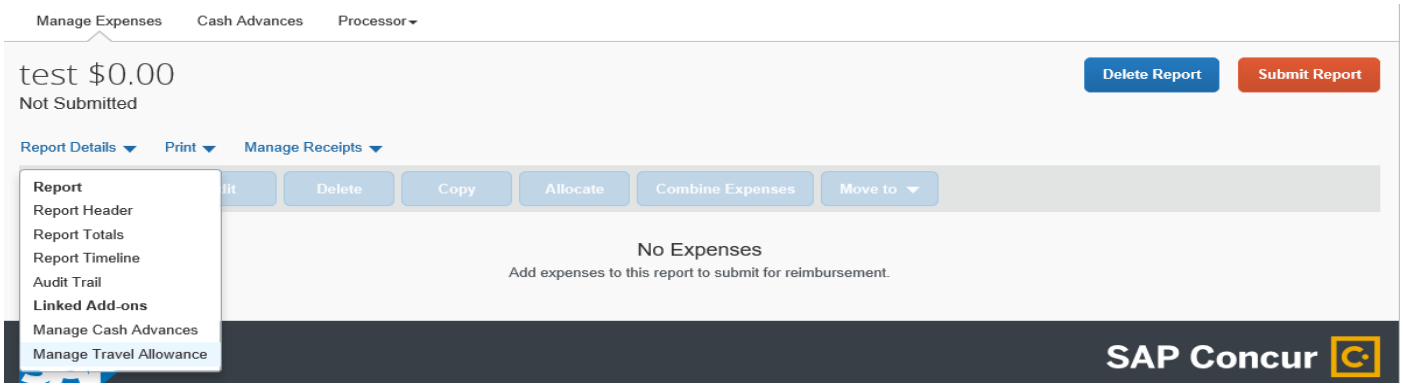
How to Claim Per Diem Reimbursement

To claim a travel allowance you will select the Radio button **"Yes, I want to claim travel allowance"** on the Report Header. Remember you should only select yes to this question if you are returning from your trip and are claiming the travel allowance.



If you "F**orget to select the Travel Allowance radio button"**, you can reselect by completing the following steps:

1. From the Manage Expense, select **"Report Details"**.
2. Select the **"Manage Travel Allowance"** from the drop down.



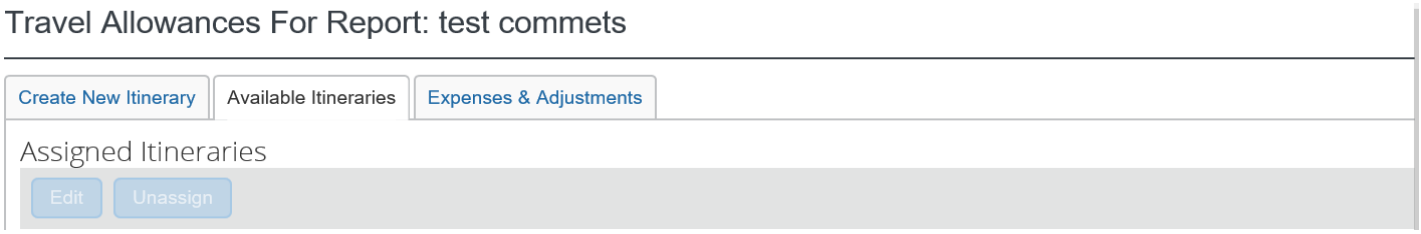
Creating a New Itinerary

If you are creating a travel expense report, and you have selected **"Yes, I want to claim travel allowances"** you will be prompted to enter your itinerary for the trip. The itinerary screen is where you would add specific travel dates and times. This will calculate your per diem rate based on where you are located. As indicated previously the First and last day per diem rate are adjusted automatically to 75% per government guidelines.

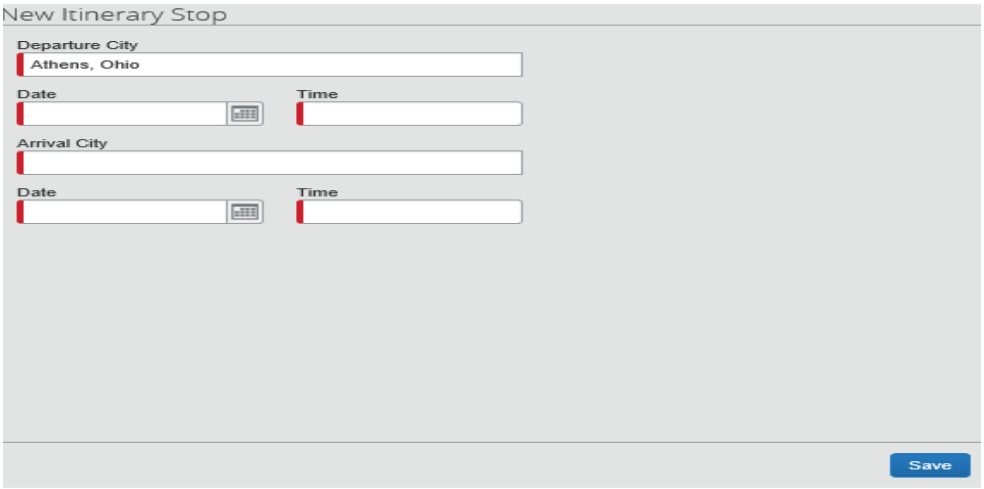
If you were to select **"No"** to the travel allowance, you would not see this screen.

For this example, we are leaving Athens, Ohio to Columbus, Ohio.

1. Select "**Create New Itinerary"** tab.



2. Enter **"Departure City"**. For this example, our trip started in Athens, Ohio.
3. Enter **"Date"**. For this example, we left on 4/5/2019
4. Enter **"Time"** For this example, we left at 8:00 AM.
5. Enter **"Arrival City"**. For this example, we arrived in Columbus, Ohio
6. Enter **"Date".** For this example, we arrived on 4/5/2019
7. Enter the **"Time"**. For this example, we arrived at 9:30 AM.
8. Click **"Save"** to save this portion of the trip.



Since you are flying elsewhere, not staying in Columbus, we will need to add that portion of the trip as well.

1. Enter **"Departure City"**. For this example, we left Columbus, Ohio.
2. Enter **"Date"**. For this example, we left Columbus on 4/5/2019.
3. Enter **"Time"**. For this example, we left Columbus at 9:45 AM.
4. Enter **"Arrival City"**. For this example, we arrived in Orlando, Florida.

5. Enter **"Date".** For this example, we arrived in Orlando on 4/5/2019.
6. Enter the **"Time"**. For this example, we arrived in Orlando at 11:00 AM.
7. Click **"Save"** to save this portion of the trip.

Next, we need to add the return trip. For this example, we are leaving Orlando, Florida to go back to Columbus, Ohio.

1. Enter **"Departure City"**. For this example, we left Orlando, Florida.
2. Enter **"Date"**. For this example, we left Orlando, Florida on 4/10/2019.
3. Enter **"Time"**. For this example, we left Orlando, Florida at 10:00 AM.
4. Enter **"Arrival City"**. For this example, we arrived in Columbus, Ohio at 11:00 a.m.
5. Enter **"Date".** For this example, we arrived in Columbus, Ohio on 4/10/2019.
6. Enter the **"Time"**. For this example, we arrived in Columbus, Ohio at 11:30 AM.
7. Click **"Save"** to save this portion of the trip.

The final leg of the trip for the full itinerary Columbus, Ohio to Athens, Ohio.

1. Enter **"Date"**. For this example, we left Columbus, Ohio on 4/10/2019 to Athens, Ohio.
2. Enter **"Time"**. For this example, we left Columbus, Ohio at 11:45 AM to Athens, Ohio.
3. Enter **"Arrival City"**. For this example, we arrived in Athens, Ohio.
4. Enter **"Date".** For this example, we arrived in Athens, Ohio on 4/10/2019.
5. Enter the **"Time"**. For this example, we arrived back in Athens, Ohio at 1:15 PM.
6. Click **"Save"** to save this portion of the trip.
7. Check to ensure the itinerary you entered is correct and click **"Next"** may need to Click **"Next"** again.

Be sure to include all legs in your itinerary. Do not use the **"Add Stop"** button. Use the **"New Itinerary Stop"** section to add legs to your trip. Your itinerary will automatically determine your per diem allowances. Click next to proceed. Double check your itinerary and click next again

Expenses and Adjustments

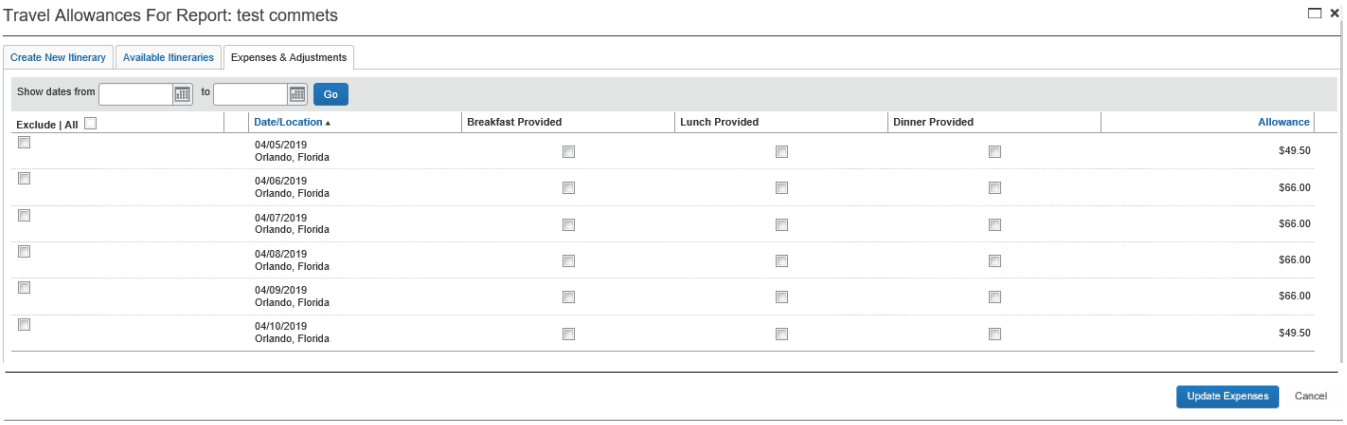
As previously mentioned, travel per diem is calculated by the federal government based on the location and date of travel. The first and last days of travel are discounted by 75% of the normal per diem rate. You will check any meals that were provided to you. You will also check any meals your department has indicated will not be reimbursed. If none of these apply, leave all boxes unchecked. You will then receive the per diem indicated in the far-right column for any meals provided.

1. If **"NO"** Meals were provided you will not check any boxes.
2. If **"ALL"** meals were provided, you should select the check box next to each meal so that you will only receive incidentals.
3. If you have a **"Personal Travel Day"** in the middle of your travel, you should select the **"Exclude all"** for the day. By doing this you are not going to receive per diem or incidentals for that day. You can also

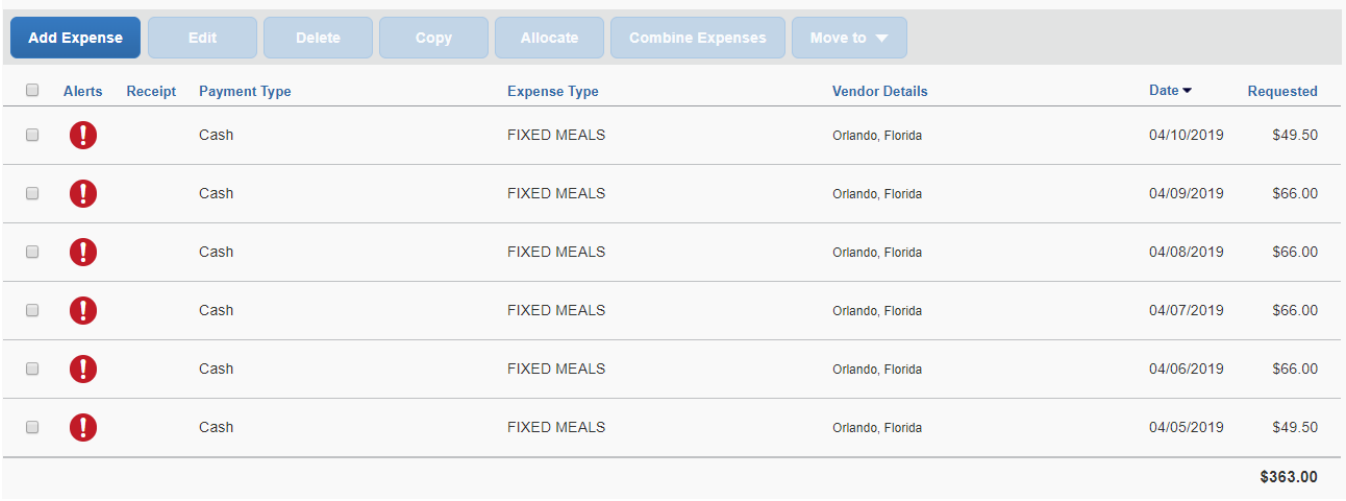
select the check box next to all at the top of the list to exclude all meals and incidentals for all travel days. If you exclude all meals in this manner, you will not receive incidentals for any dates of travel.

Important Note: As you exclude meals, the amount of per diem to the right will decrease. If a box is un-checked, the per diem will increase. If you need to apply a departmental adjustment, it should be added to the expenses, not to the per diem calculations here.

4. Once you have all meal exclusions entered, select the **"Create/Update Expenses"** button at the bottom right of the screen.



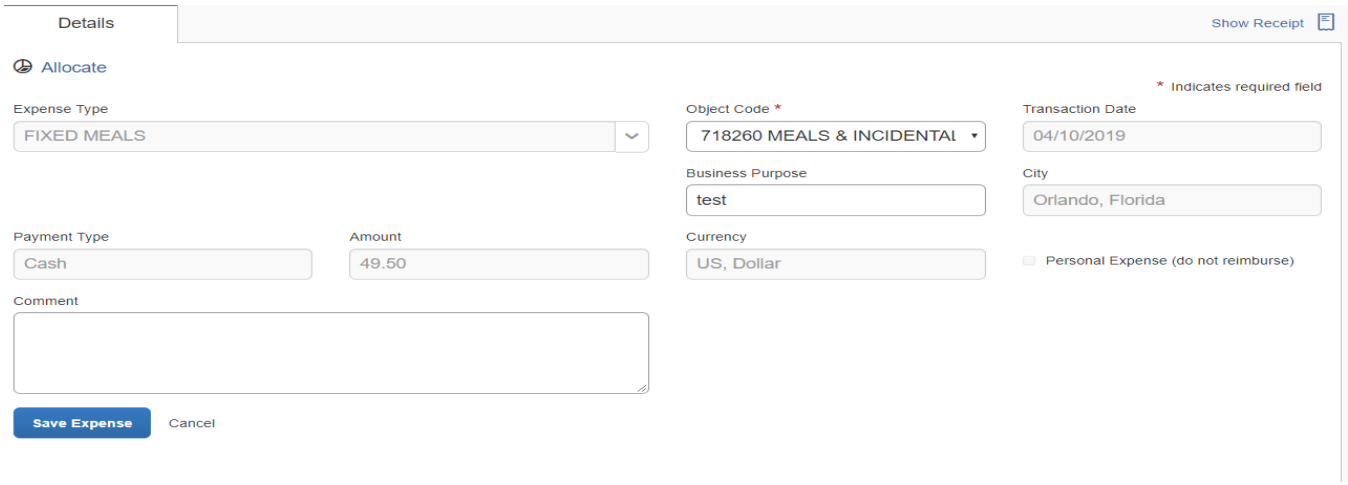
When the Manage Expense page loads, you will see all the meals that were not excluded listed with red exclamation point alerts next to them.



To clear the alerts your will need to:

5. Open each Fixed Meal Expense
6. Enter the **"Object Code"** for each Fixed Meal. The object code will be 718160 Meals & Incidentals – Domestic or 718260 Meals & Incidentals - Foreign.
7. The **"Transaction Date"** will default from the completed Itinerary.
8. The "**Business Purpose"** will default from the Report Header.
9. The **"City"** will default from the completed itinerary.
10. The **"Payment"** Type will default from the completed itinerary.
11. The "**Amount"** will default form the completed itinerary.

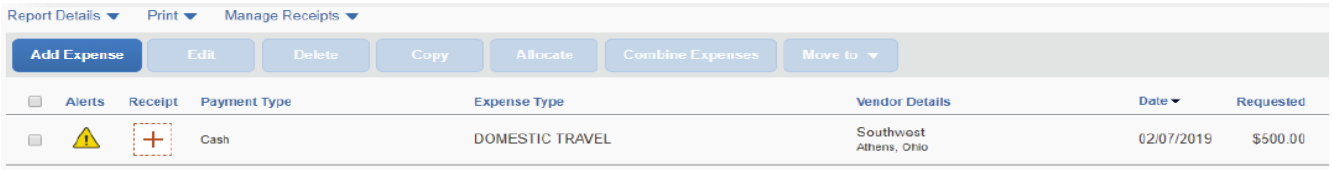
12. The "**Currency"** will default to US Dollars
13. Click **"Save Expense"**
14. Repeat for each **"Fixed Meals"** expense



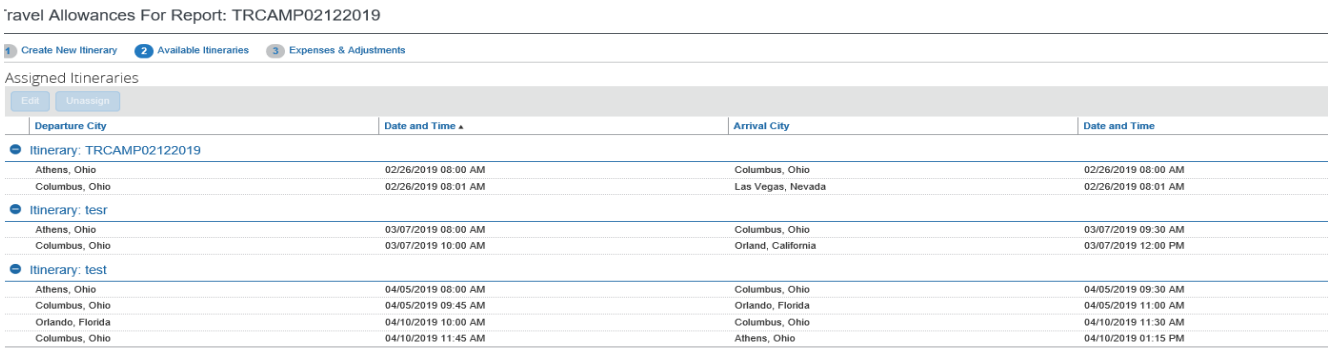
Edit or Unassign Assigned Itineraries

To view "**Assigned Itineraries**":

1. From the Manage Expense, select **"Report Details"**.

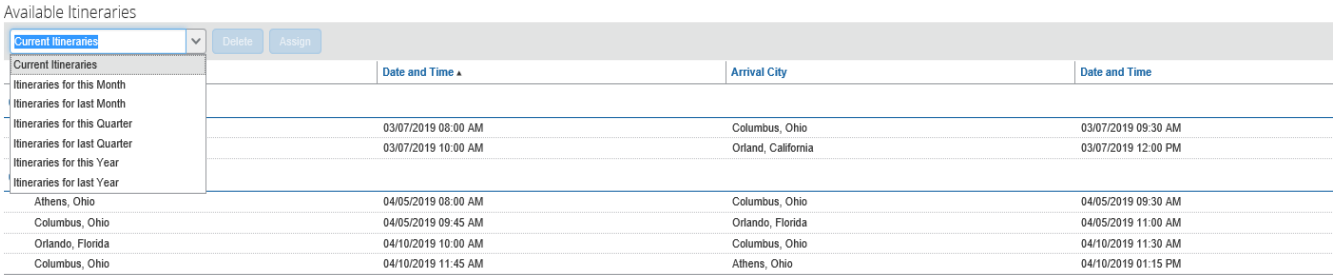


2. Select the **"Manage Travel Allowance"** from the drop down.
3. **"Assigned Itineraries"** are at the top of the page.
4. Click on the Itinerary line to **"Edit"** or **"Unassign"**



Delete or Assign Available Itineraries

To view **"Available Itineraries"**:

1. From the Manage Expense, select **"Report Details"**.

2. Select the **"Manage Travel Allowance"** from the drop down.
3. The **"Available Itineraries"** are at the bottom of the page.
4. From the drop down select the **"Time Period"** you which to view.
5. Click the **"Assign"** button if you want to assign to the current report.
6. Click the **"Delete"** button if you want to delete the itinerary.