Creating per diem for meal reimbursement on a Concur expense report.

For any Conference related travel a conference schedule or schedule at-a-glance is required. Attach this to one of Fixed Meal expenses as a receipt.

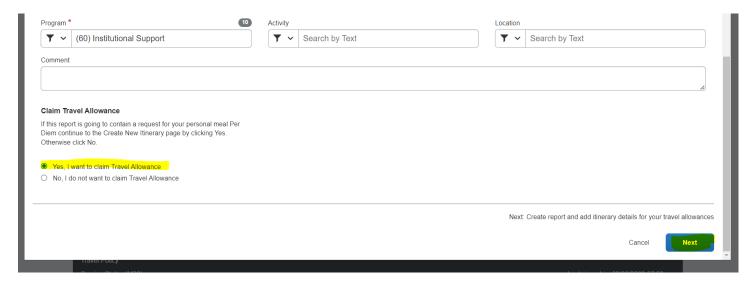
There are two ways to access the Travel Allowance option.

When first creating an expense report at the bottom of the Report Header there is a Yes or No question under Claim Travel Allowance. Choose Yes, I want to claim Travel Allowance.

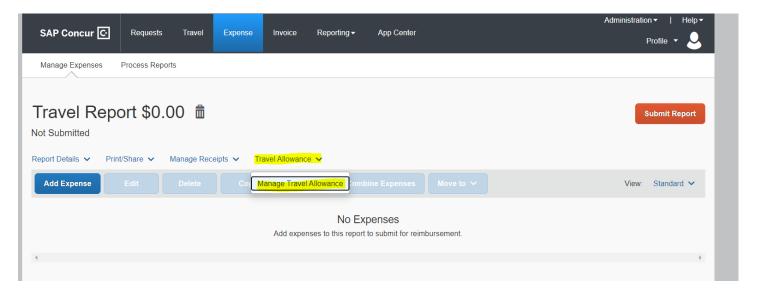
This option can still be accessed later by reopening the Report Header. (Report Details, then Report Header)

The second way to access this information later or to access it again, is to choose the **Travel Allowance** drop down and then **Manage Travel Allowance**. (To create an Itinerary you have to choose the **1 Create New Itinerary** option in the top left)

The Claim Travel Allowance option is at the bottom of the Report Header (Report Details, then Report Header)

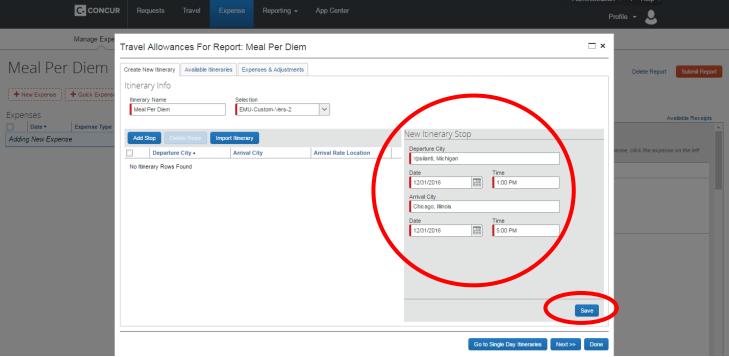


Second option, Travel Allowance drop down and then Manage Travel Allowance.

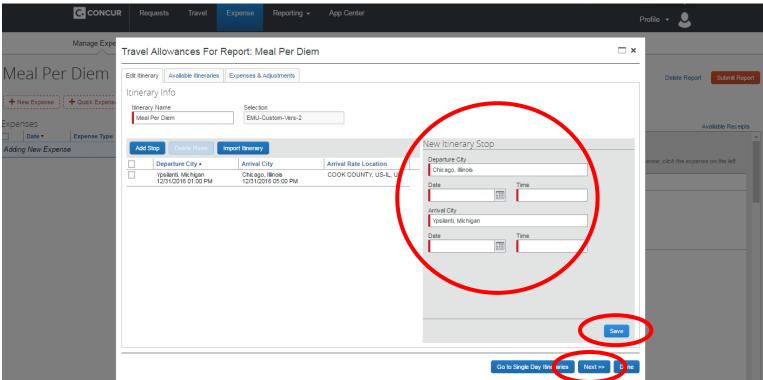


In this step you will enter your travel information and create the trip Itinerary.

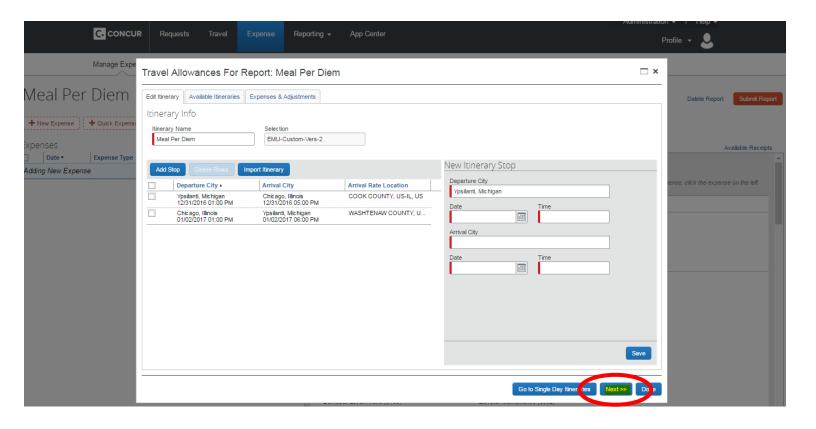
- 1. Input the departure city, date and time of departure, arrival city, date and time of arrival.
- 2. Select "Save"



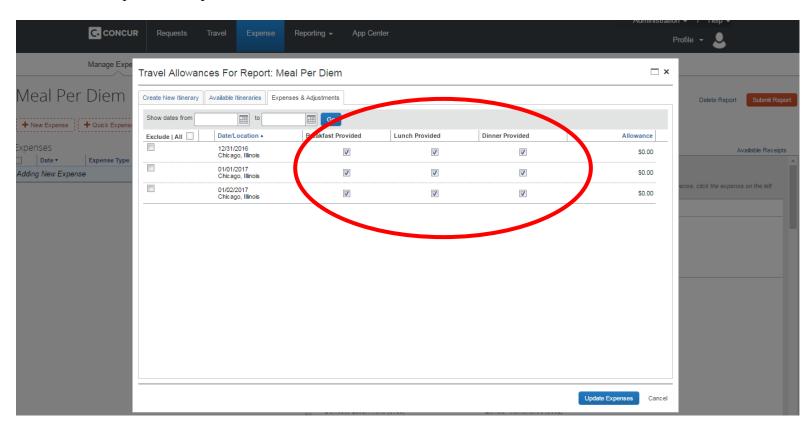
- 3. Input the next departure city (the arrival city from step 2), date and time of departure, arrival city, date and time of arrival.
- 4. Select "Save"
- 5. If there were additional segments of the trip, continue repeating steps 4 and 5 until all segments of trip have been recorded.



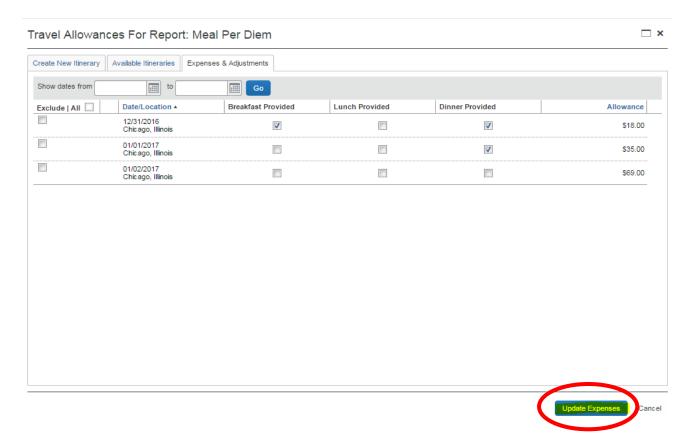
6. Once all segments of the trip have been recorded, select "Next."



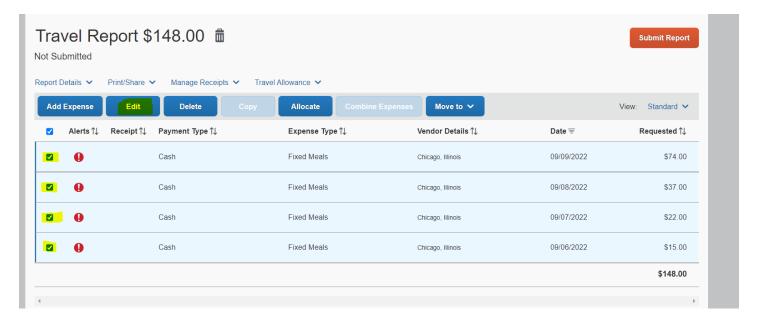
7. Uncheck the box for each meal which should be reimbursed. Leave the box checked for any meal which was provided as part of the conference or event.



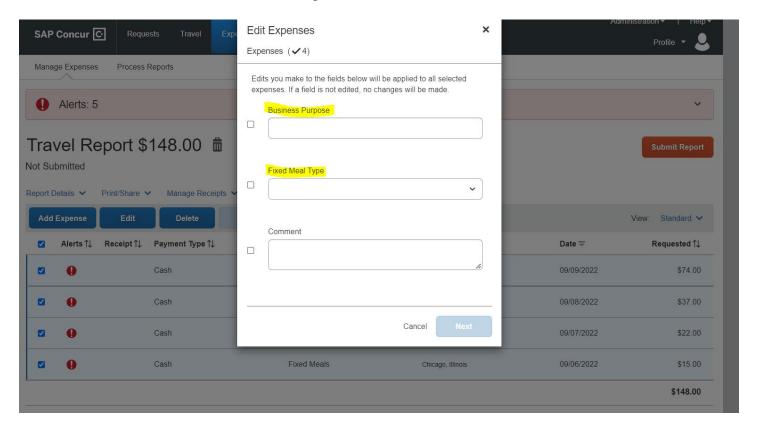
8. Select "Update Expenses" The Fixed Meals expenses will populate to the expense report.



9. Each Fixed Meal expenses needs a Fixed Meal Type selected. You can update all the Fixed Meal expenses at once by checking the box to the left of each Fixed Meals expense and choosing **Edit**



- 10. The Business Purpose and the Fixed Meal Type should both be completed. In the Business Purpose field, input the reason for the trip, i.e. name of the conference attended.
- 11. In the Fixed Meal Type field, choose an option from the drop down menu. The options are: Domestic Travel, International Travel, Recruiting Travel, and Team Travel.



- 12. The Comment field may be completed if you choose or if additional information is necessary for the expenses.
- 13. Once the Business Purpose and Fixed Meal Type are completed, select **Next**, then choose **Save**. All of the selected expenses will be updated.
- 14. Attach a conference itinerary (if applicable) to one of the Fixed Meals expenses as a receipt.

15. Select any one of the Fixed Meals Expense to open the detailed view, choose Show Receipt, then Upload Receipt Image. You can then choose a document from your computer or add a previously uploaded receipt.

