This job aid demonstrates how to set up a Travel Expense Report in Concur with an itinerary to receive meal per diems, which automatically specifies meal allowances for each day of your trip based on the Federal Government's published per diem rate for each trip location.

Adding a Travel Allowance Itinerary to a Travel Expense Report

After initially creating your Travel Expense Report, you will be on the Manage Expenses screen of your Report.

1. Click **Travel Allowance** and select **Manage Travel Allowance**.
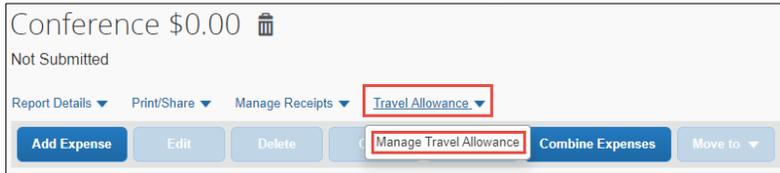
The Travel Allowances screen appears. If you previously created Itineraries, they would be listed in the Available Itineraries section, which you can reuse and assign to this report, if needed.
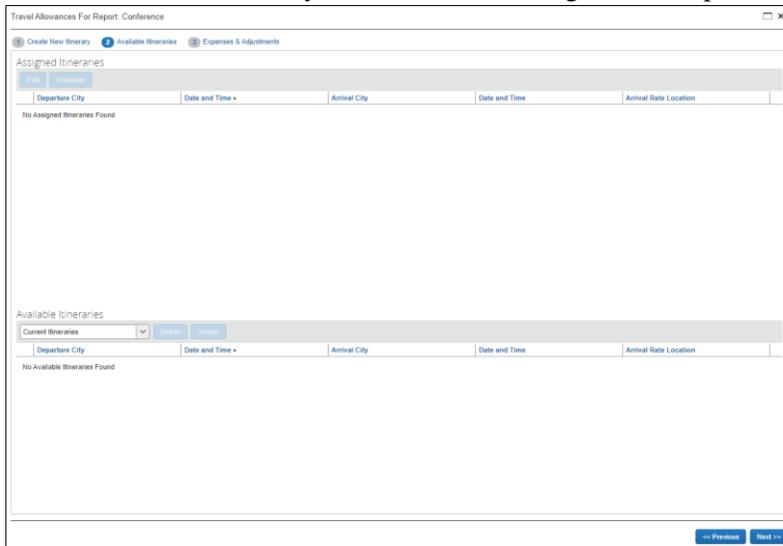
2. Click **Create New Itinerary** to create a new itinerary for this Report. The screen to enter a New Itinerary Stop appears.
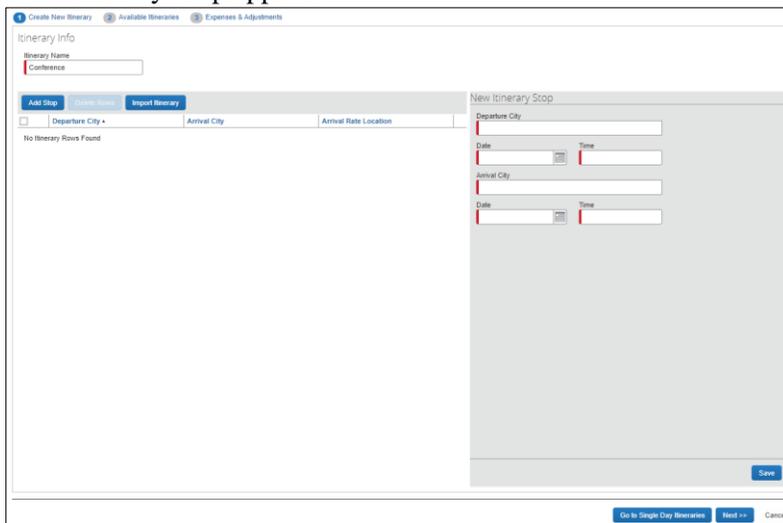
Note: *If you used* Concur Travel *to book your itinerary, you can click* Import Itinerary *and edit departure times for each stop.*

Completing the First Itinerary Stop (leg) of Your Trip
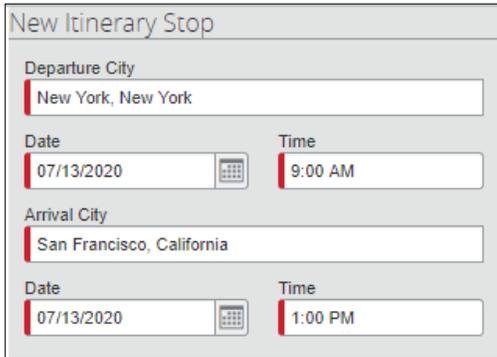
1. Enter the **Departure City**. You can type and select a matching city or select from previously entered cities.
2. Enter the departure **Date** and **Time**. This should be when you leave your home or office.
3. Enter the **Arrival City**.
4. The arrival **Date** defaults to the same day. You can change it, if necessary.
5. Enter the **Time** of arrival to the destination city. This should be the time you arrived at your hotel.
6. Click **Save**.

Completing the Second Itinerary Stop (leg) of Your Trip

In this example, the Second Itinerary Stop is the return home. The **Departure City** defaults to the arrival city of the previous stop and **Arrival City** defaults to the original departure city. It is possible to edit and then enter additional legs for multiple trip locations.
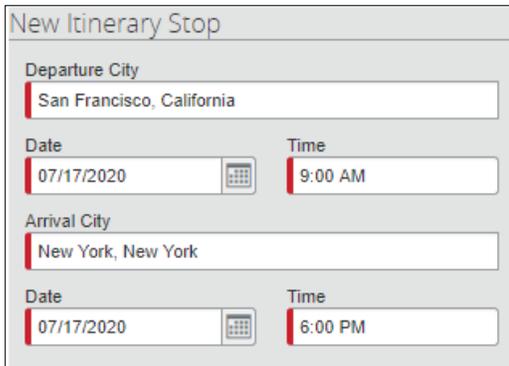
1. Enter the departure **Date** and the departure **Time**.
2. Enter the **Time** when you arrived at your home or office.
3. Click **Save**
4. Click **Next** [Next >>] after completing all the legs of your trip. The Itinerary is assigned to your Report.
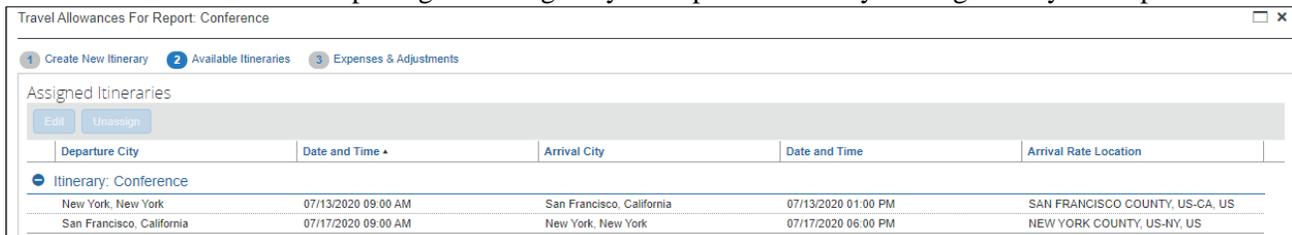
Viewing and Adjusting Daily Allowances

1. Select your Itinerary and click **Expenses & Adjustments**.

Each day of the itinerary is listed with the **Allowance** amount.

Notice that the Allowance for the first and last days of travel are 75% of the full daily Allowance, which is aligned with General Services Administration (GSA) rate calculation guidance.

2. In this example, some meals were provided by the conference. Select the **check boxes** to indicate those meals in order to adjust the allowance.

3. Click **Create Expense** ![Create Expenses]. Each travel day's allowance is now an expense item to be reimbursed.

Continue to **Add Expenses** to the Report, such as Airfare, Hotel/Lodging or Ground Transportation. After adding all your Expenses to the Report, click **Submit Report**.

Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com