Job Aid: Using Per Diems on a Travel Expense Report in Concur

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 <u>Federal Government's</u> <u>published per diem rate</u> 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.

Conference \$0.00 💼	
Not Submitted	
Report Details Print/Share Manage Receipts	Travel Allowance.
Add Expense Edit Delete	(Manage Travel Allowance) Combine Expenses Move to 🔻

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.

ravel Allowances For Report Con	terre en e				
aver submances i or report con	Jerence				
Create New linerary	Je Itineraries (3) Expenses & Adjustments				
Assigned Itineraries					
Departure City	Date and Time +	Arrival City	Date and Time	Arrival Rate Location	
No Assigned Illineraries Found					
Available Itineraries					
Current Itineraries	M Delete Assist				
Departure City	Date and Time +	Arrival City	Date and Time	Arrival Rate Location	
Departure City	Date and Time +	Arrival City	Date and Time	Arrival Rate Location	
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Departure City No Available Illineraries Found	Date and Time +	Arrival City	Date and Time	Arrival Rate Location	
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2. Click **Create New Itinerary** Create New Itinerary to create a new itinerary for this Report. The screen to enter a New Itinerary Stop appears.

Create New Ilinerary (2) Available Iti	neraries (3) Expenses & Adjustments		
terary Info			
nerary Name			
Comerence			
			New Itinerary Stop
Add Slop Delete Rows Import	flinerary		Departure City
Departure City *	Arrival City	Arrival Rate Location	
o Itinerary Rows Found			Date Time
			Amiral City
			Date Time

Note: If you used Concur Travel to book your itinerary, you can click Import Itinerary and edit departure times for each stop.



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Completing the First Itinerary Stop (leg) of Your Trip

New Itinerary Stop	
Departure City	
New York, New York	
Date	Time
07/13/2020	9:00 AM
Arrival City	
San Francisco, California	
Date	Time
07/13/2020	1:00 PM

- 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.

New Itinerary Stop	
Departure City San Francisco, California	
Date 07/17/2020	Time 9:00 AM
New York, New York	
Date 07/17/2020	Time 6:00 PM

- 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 >>>> after completing all the legs of your trip. The Itinerary is assigned to your Report.

avel Allowances For Report: Conference				
Itineraries 3 Expenses & Adjustments				
Date and Time •	Arrival City	Date and Time	Arrival Rate Location	
07/13/2020 09:00 AM	San Francisco, California	07/13/2020 01:00 PM	SAN FRANCISCO COUNTY, US-CA, US	
07/17/2020 09:00 AM	New York, New York	07/17/2020 06:00 PM	NEW YORK COUNTY, US-NY, US	
	Itineraries 3 Expenses & Adjustments Date and Time + 07/13/2020 09:00 AM 07/17/2020 09:00 AM	Itineraries 3 Expenses & Adjustments Date and Time • Arrival City 07/13/2020 09:00 AM San Francisco, California 07/17/2020 99:00 AM New York. New York	ence	

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Viewing and Adjusting Daily Allowances

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

Trave	Allowances For Report: Conference					□ ×
10	Create New Itinerary 2 Available Itineraries	3 Expenses & Adjustments				
Ass	igned Itineraries					
E	dit Unassign					
	Departure City	Date and Time +	Arrival City	Date and Time	Arrival Rate Location	
•	Itinerary: Conference					
	New York, New York	07/13/2020 09:00 AM	San Francisco, California	07/13/2020 01:00 PM	SAN FRANCISCO COUNTY, US-CA, US	
	San Francisco, California	07/17/2020 09:00 AM	New York, New York	07/17/2020 06:00 PM	NEW YORK COUNTY, US-NY, US	

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

Travel Allowances For Report: Co	onference				□ >
1 Create New Itinerary 2 Avai	ilable Itineraries 3 Expenses & Adjustr	nents			
Show dates from	to Go				
Exclude All	Date/Location +	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	07/13/2020 San Francisco, California				\$57.00
	07/14/2020 San Francisco, California				\$76.00
	07/15/2020 San Francisco, California				\$76.00
	07/16/2020 San Francisco, California				\$76.00
	07/17/2020 San Francisco, California				\$57.00

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.

Travel Allowances For Report: Confe	rence				□ ×	
1 Create New Ilinerary 2 Available Ilineraries 3 Expenses & Adjustments						
Show dates from	io Go					
Exclude All	Date/Location A	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance	
	07/13/2020 San Francisco, California				\$57.00	
	07/14/2020 San Francisco, California	V			\$58.00	
	07/15/2020 San Francisco, California	V	V		\$39.00	
	07/16/2020 San Francisco, California				\$76.00	
	07/17/2020 San Francisco, California				\$57.00	

3. Click Create Expense Create Expenses

. Each travel day's allowance is now an expense item to be reimbursed.

Confere Not Submitted	nce \$287.00 💼			Copy Report	ubmit Report
Report Details Add Expense	Print/Share Manage Receipts Travel Allow Edit Delete Conv	Allocate Combine Expenses			
Receipt	Payment Type	Expense Type	Vendor Details	Date 🗸	Requested
	Cash/Personal Credit Card	Daily Meal Per Diem	San Francisco, California	07/17/2020	\$57.00
	Cash/Personal Credit Card	Daily Meal Per Diem	San Francisco, California	07/16/2020	\$76.00
	Cash/Personal Credit Card	Daily Meal Per Diem	San Francisco, California	07/15/2020	\$39.00
	Cash/Personal Credit Card	Daily Meal Per Diem	San Francisco, California	07/14/2020	\$58.00
	Cash/Personal Credit Card	Daily Meal Per Diem	San Francisco, California	07/13/2020	\$57.00
					\$287.00

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.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

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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 <u>https://columbia.service-now.com</u>