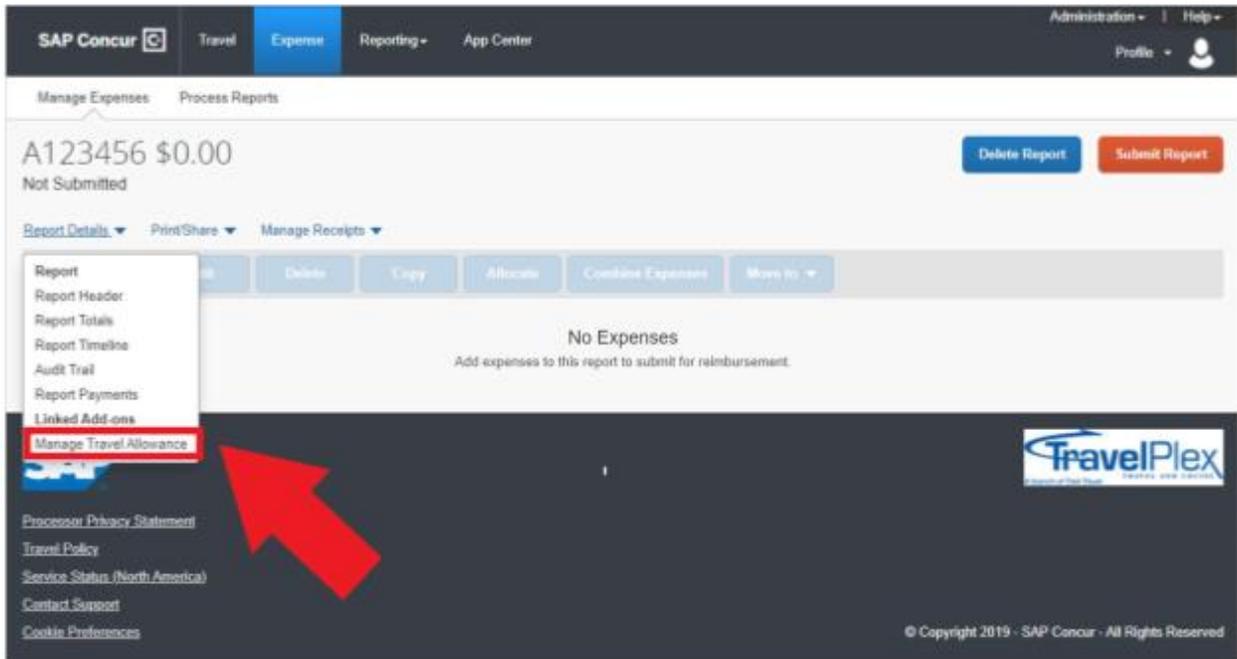


Creating an Expense Report with Fixed Travel Allowances (Per Diem)

When you create your expense report, you can select if you want to claim a travel allowance. Travel allowances (per diem) can apply to meal or lodging expenses. With fixed travel allowances (per diem), you can be reimbursed 75% of the fixed rate, no matter how much you spent.

1. Open the itinerary creation by selecting **Report Details** then click **Manage Travel Allowance**.



The screenshot displays the SAP Concur Expense Report interface. At the top, the navigation bar includes 'SAP Concur', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main header shows 'A123456 \$0.00' and 'Not Submitted'. A dropdown menu is open under 'Report Details', with 'Manage Travel Allowance' highlighted in red. A red arrow points to this option. The main content area displays 'No Expenses' and a message: 'Add expenses to this report to submit for reimbursement.' The footer includes the TravelPlex logo and copyright information for SAP Concur 2019.

2. Next click Create **New Itinerary**.

3. On the itinerary info page, you will see a drop-down menu named **Selection**. Here you will choose one of two options. For fixed meals, selected **USGSA NO Meal Receipt**.

The screenshot displays the 'Travel Allowances For Report: A123456' interface. At the top, there are two tabs: 'Create New Itinerary' and 'Available Itineraries'. The main section is titled 'Itinerary Info' and contains a form with the following elements:

- Itinerary Name:** A text input field containing 'A123456'.
- Selection:** A dropdown menu with a red border around it. The selected option is 'USGSA NO Meal Receipt'. Other visible options are 'USGSA Meal Receipt' and 'USGSA NO Meal Receipt'.
- Buttons:** 'Add Stop', 'Search Itinerary', and 'Print Itinerary'.
- Table:** A table with columns for 'Departure City', 'Arrival City', and 'Arrival Rate Location'. Below the table, it says 'No Itinerary Rows Found'.
- New Itinerary Stop:** A panel on the right with input fields for 'Departure City', 'Date', 'Time', and 'Arrival City'.

4. Specify the locations, dates, and times of you travel for the first segment of your trip, and then click **Save**.

Travel Allowances For Report: Trip to Seattle

Itinerary info

Itinerary Name: Trip Seattle Selection: 03/25/16

Buttons: Add Itinerary, Edit Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: Chicago, Illinois

Arrival City: Seattle, Washington

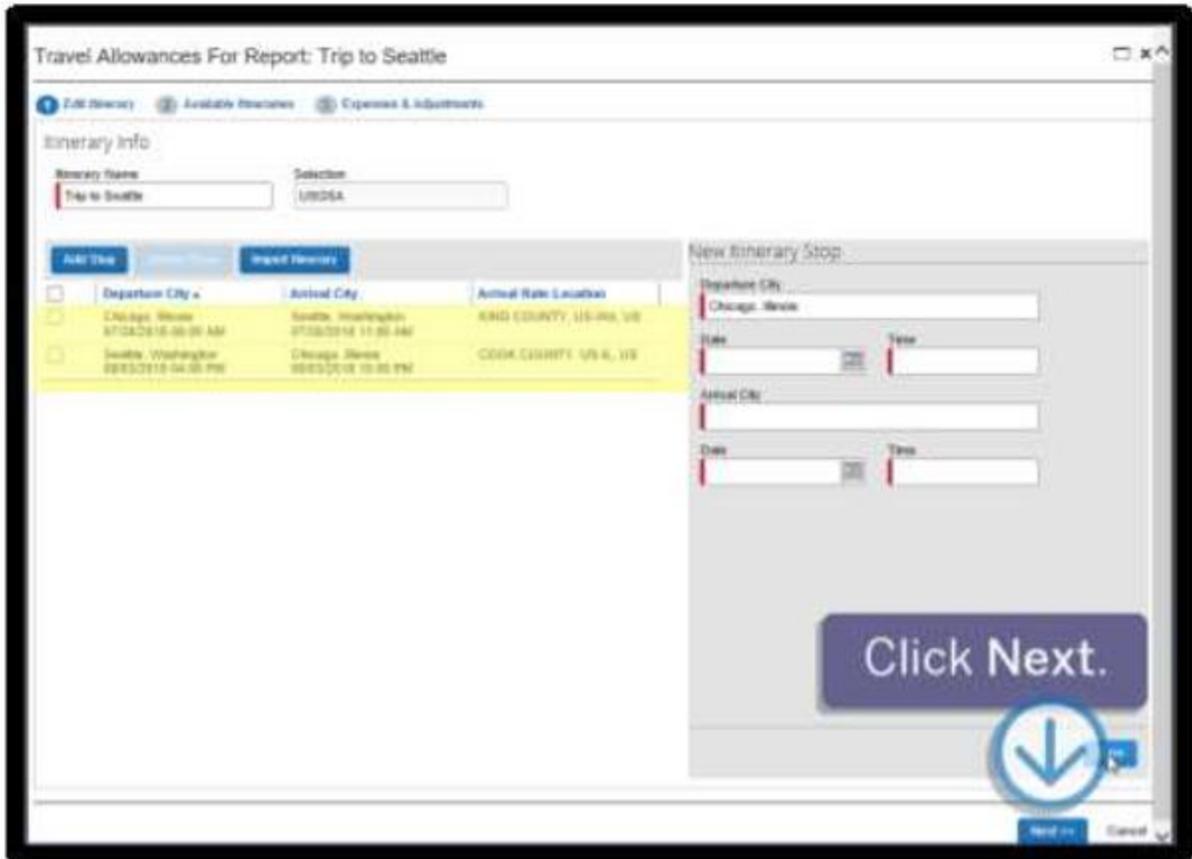
Date: 03/25/2016 Time: 11:00 AM

Buttons: Save, Next, Cancel

Callout: Click Save. →

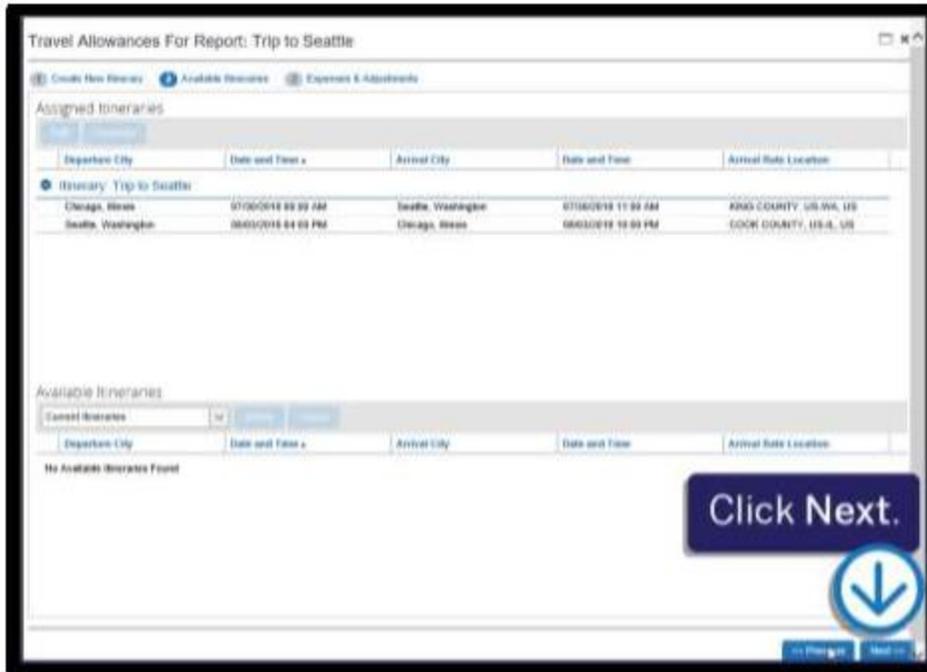
This information determines which per diem rates apply to your expense report. You must complete an itinerary entry for each segment of your trip with an overnight stay.

5. After you have entered all your trip segments, click **Next**.



You have created a travel allowance itinerary. Next you will view your travel allowances for this trip.

6. Click **Next**.



You will see a list of allowances for your trip based on your travel itinerary and your company's policy. Because these are fixed travel allowances, you will receive a fixed reimbursement amount, no matter how much you spent. For each day, you should check off the meals that are provided for you. This will reduce your allowance for that day.

7. Click **Create Expenses** to apply these fixed travel allowances to the expense report.

Travel Allowances For Report: Trip to Seattle

1 Create New Entries 2 Exclude Expenses 3 Expenses & Adjustments

Show Entry Dates

Exclude All	Date Location	Breakfast Provided	Lunch Provided	Dinner Provided	Extended Trip	Allowance
<input type="checkbox"/>	6/10/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$83.00
<input type="checkbox"/>	6/11/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$83.00
<input type="checkbox"/>	6/12/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$83.00
<input type="checkbox"/>	6/13/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$83.00
<input type="checkbox"/>	6/14/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$83.00

Click Create Expenses.



Previous Create Expenses

Notice the expense entries for your fixed allowances. You can add additional expenses to the report, and then submit the report as you normally would.



Manage Expenses | View Transactions

Trip to Seattle \$279.00

Not Submitted

More Actions

Submit Report

Report Details | Print/Share | Manage Receipts

	Add	Edit	Delete	Copy	Duplicate	Custom Expense	Show In	
<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requestor		
<input type="checkbox"/>		Out of Pocket	Fixed Meals	Seattle, Washington	07/30/2018	\$56.00		
<input type="checkbox"/>		Out of Pocket	Fixed Meals	Seattle, Washington	07/31/2018	\$56.00		
<input type="checkbox"/>		Out of Pocket	Fixed Meals	Seattle, Washington	08/01/2018	\$56.00		
<input type="checkbox"/>		Out of Pocket	Fixed Meals	Seattle, Washington	08/02/2018	\$56.00		
<input type="checkbox"/>		Out of Pocket	Fixed Meals	Seattle, Washington	08/03/2018	\$56.00		
							\$279.00	