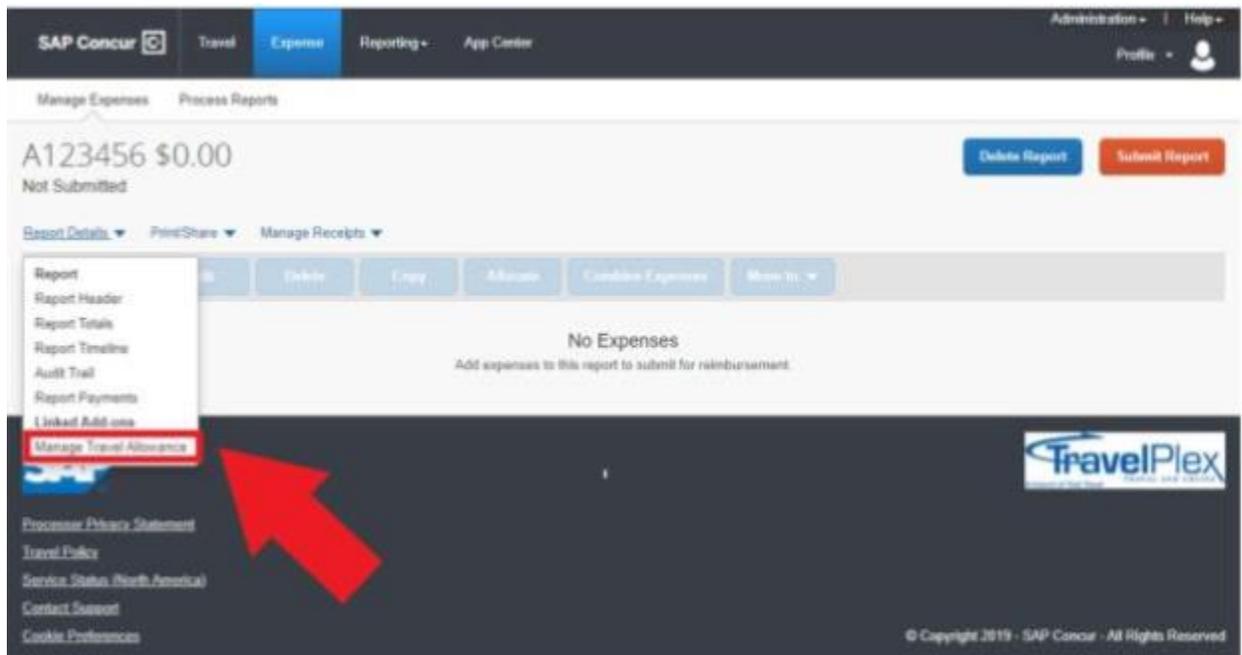


## Creating an Expense Report with Reimbursable Travel Allowances (Per Diem)

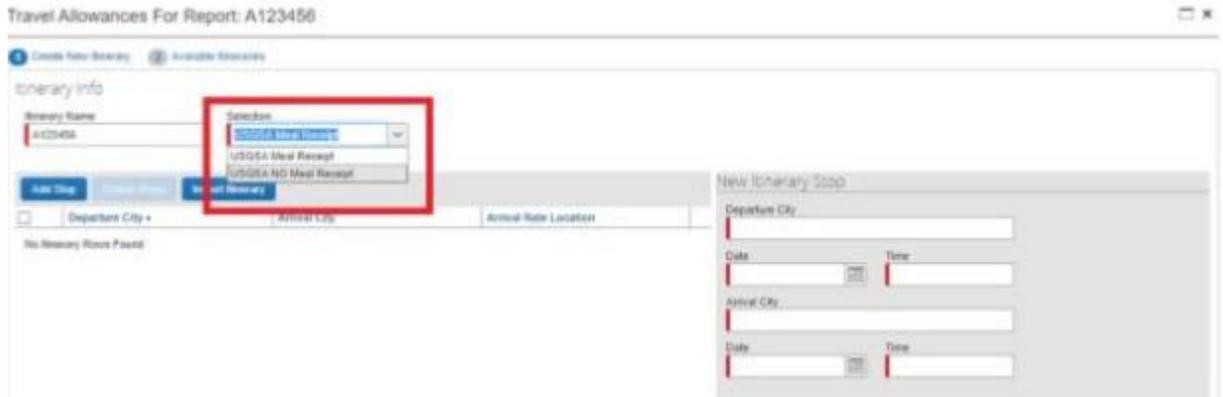
When you create your expense report, you can select if you want to claim a travel allowance (per diem). Travel allowances (per diem) can apply to meal or lodging expenses.

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

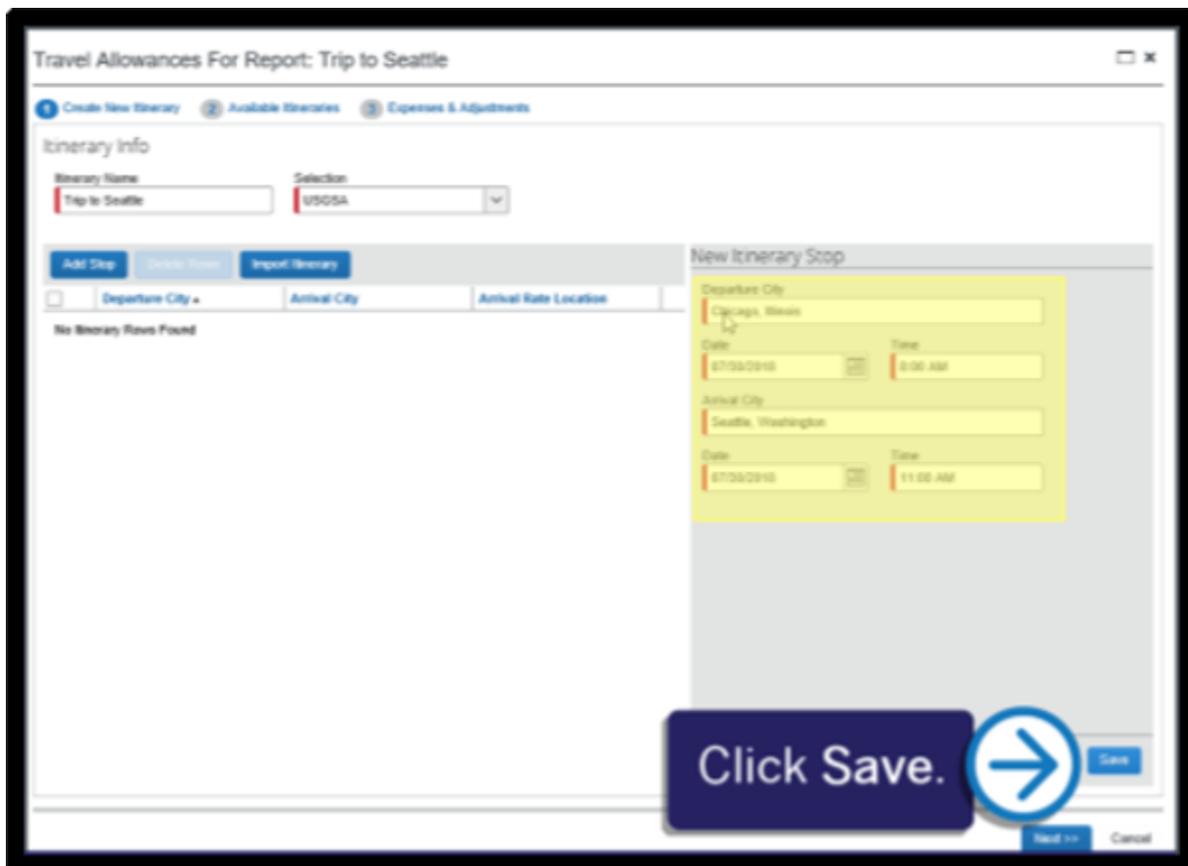


The screenshot displays the SAP Concur Expense Reporting interface. At the top, the navigation bar includes 'SAP Concur', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main header shows the report ID 'A123456', a total amount of '\$0.00', and the status 'Not Submitted'. A 'Delete Report' button and a 'Submit Report' button are visible. Below the header, there are tabs for 'Report Details', 'Print/Share', and 'Manage Receipts'. A dropdown menu is open under 'Report Details', listing options such as 'Report', 'Report Header', 'Report Totals', 'Report Timeline', 'Audit Trail', 'Report Payments', 'Unlink Add-ons', and 'Manage Travel Allowance'. The 'Manage Travel Allowance' option is highlighted with a red box and a red arrow. 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. On the itinerary info page, you will see a drop-down menu named **Selection**. Here you will choose one of two options. Select **USGSA Meal Receipt**



3. Specify the locations, dates, and times of you travel for the first segment of your trip, and then 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.

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

Travel Allowances For Report: Trip to Seattle

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip to Seattle Selection: USOSA

Buttons: Add Stop, Delete Stop, Import Itinerary

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Chicago, Illinois 07/04/2018 00:00 AM	Seattle, Washington 07/04/2018 11:30 AM	KING COUNTY, US-WA, US
<input type="checkbox"/>	Seattle, Washington 08/03/2018 04:00 PM	Chicago, Illinois 08/03/2018 10:00 PM	COOK COUNTY, US IL, US

New Itinerary Stop

Departure City: Chicago, Illinois

Date: [ ] Time: [ ]

Arrival City: [ ]

Date: [ ] Time: [ ]

Click Next.

Save Cancel

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

5. Click **Next**.

Travel Allowances For Report: Trip to Seattle

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
<b>Itinerary: Trip to Seattle</b>				
Chicago, Illinois	07/06/2018 08:00 AM	Seattle, Washington	07/06/2018 11:00 AM	KING COUNTY, US-WA, US
Seattle, Washington	06/03/2018 04:00 PM	Chicago, Illinois	06/03/2018 10:00 PM	COOK COUNTY, US-IL, US

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

**Click Next.**



You will see a list of allowances for your trip based on your travel itinerary.

6. Click **Create Expenses**.

The screenshot displays a software interface titled "Travel Allowances For Report: Trip to Seattle". At the top, there are three tabs: "Create New Itinerary", "Available Itineraries", and "Expenses & Adjustments", with the third tab being active. Below the tabs is a date range selector with "Start dates from" and "to" fields, and a "Go" button. A table lists travel allowances with columns for "Exclude (All)", "Date, Location", "Breakfast Provided", "Lunch Provided", "Dinner Provided", "Exceeded Trip", and "Allowance". The table contains five rows of data for dates from 07/00/2018 to 08/03/2018, all for "Seattle, Washington". A callout box with a blue background and white text says "Click Create Expenses." with a blue circular arrow pointing to the "Create Expenses" button at the bottom right of the interface.

Exclude (All)	Date, Location	Breakfast Provided	Lunch Provided	Dinner Provided	Exceeded Trip	Allowance
<input type="checkbox"/>	07/00/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	07/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	08/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	08/02/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	08/03/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

7. To view your reimbursable travel allowance (per diem) limits, click the **Report Details** drop-down menu, and then click **Manage Travel Allowance**.

Manage Expenses View Transactions

There are cash advances available to add to this report. [View](#)

Trip to Seattle \$999.52  
Not Submitted

More Actions Submit Report

Report Details Print/Share Manage Receipts

Report  
Report Header  
Report Totals  
Report Timeline  
Audit Trail  
Allocation Summary  
Report Payments  
Linked Add-ons  
Manage Cash Advances  
Manage Travel Allowance

Type	Expense Type	Vendor Details	Date	Requested
Hotel	Hotel	Courtyard Seattle, Washington	02/23/2018	\$720.52
Food	Food Meals	Seattle, Washington	07/30/2018	\$55.50
Out of Pocket	Food Meals	Seattle, Washington	08/02/2018	\$56.00
Out of Pocket	Food Meals	Seattle, Washington	08/03/2018	\$55.50

Click Manage Travel Allowance.

8. Click the **Reimbursable Allowances Summary** tab.

Travel Allowances For Report: Trip to Seattle

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

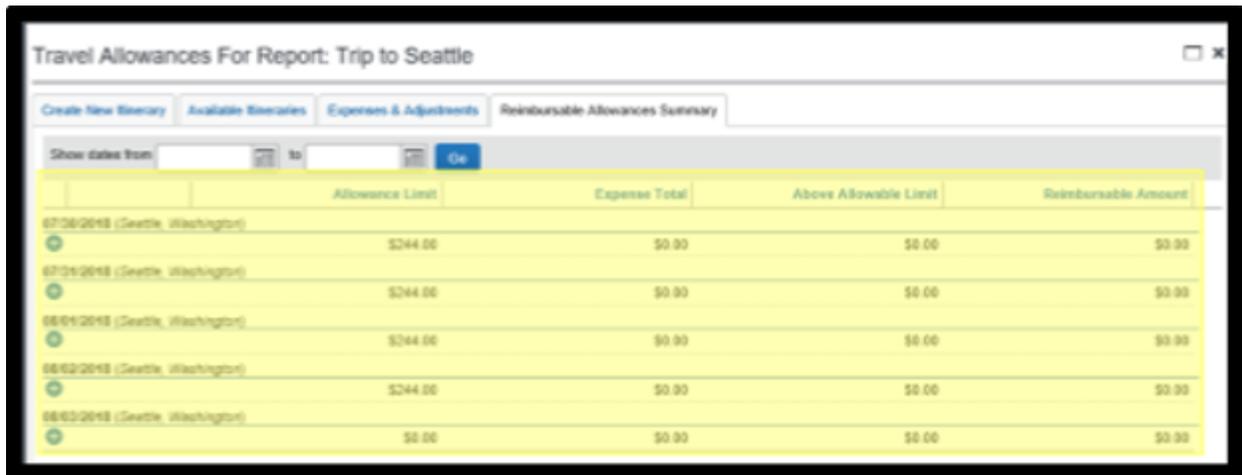
Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Chicago, Illinois		Seattle, Washington		KING COUNTY, US-WA, US COOK COUNTY, US-IL, US

Itinerary: Trip to Seattle

Click the Reimbursable Allowances Summary tab.

The **Reimbursable Allowances Summary** displays your travel allowance (per diem) limits for the city and dates that you specified in your travel itinerary. When you submit your report, Expense verifies that the expenses are within the date range of the itinerary.



The screenshot shows a web application interface for a travel report. The title is "Travel Allowances For Report: Trip to Seattle". There are four tabs: "Create New Itinerary", "Available Itineraries", "Expenses & Adjustments", and "Reimbursable Allowances Summary". Below the tabs is a date range selector with "Show dates from" and "to" fields, and a "Go" button. The main content is a table with five columns: "Date", "Allowance Limit", "Expense Total", "Above Allowable Limit", and "Reimbursable Amount". The table contains six rows of data for dates from 07/08/2018 to 08/03/2018, all for the city of Seattle, Washington. Each row shows an allowance limit of \$244.00, an expense total of \$0.00, and a reimbursable amount of \$0.00. The last row (08/03/2018) shows an allowance limit of \$0.00.

Date	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
07/08/2018 (Seattle, Washington)	\$244.00	\$0.00	\$0.00	\$0.00
07/09/2018 (Seattle, Washington)	\$244.00	\$0.00	\$0.00	\$0.00
08/01/2018 (Seattle, Washington)	\$244.00	\$0.00	\$0.00	\$0.00
08/02/2018 (Seattle, Washington)	\$244.00	\$0.00	\$0.00	\$0.00
08/03/2018 (Seattle, Washington)	\$0.00	\$0.00	\$0.00	\$0.00