



## Adding a Travel Allowance to a Travel Report

### What is a Travel Allowance?

A Travel Allowance is the amount that a traveler is allowed for meals and incidentals on overnight or international travel. The allowance amount changes depending on the final destination of travel and the meals that a traveler is eligible.

**Note:** Travelers utilizing Funds 10 or 18 must use the SC In-State and SC Out of State per diem expense types. These can be found by clicking **Add** and searching for **per diem**.

**Step One:** Create a **Travel Report** in the **Expense** tab of Concur. Fill out the required information in the report header and click **Create Expense Report**.

**Step Two:** Click **Travel Allowance > Manage Travel Allowance** located underneath the report header.

The screenshot shows the SAP Concur interface for an expense report titled "Atlanta Trip \$0.00". The report is in the "Expense" tab. A red box highlights the "Travel Allowance" dropdown menu in the navigation bar. Below the navigation bar, there are buttons for "Add Expense", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move to". The main content area displays "No Expenses" and a message: "Add expenses to this report to submit for reimbursement."

**Step Three:** Click **Create New Itinerary**.

The screenshot shows a dialog box titled "Travel Allowances For Report: Atlanta Trip". It has three tabs: "1 Create New Itinerary", "2 Available Itineraries", and "3 Expenses & Adjustments". The "Create New Itinerary" tab is selected and highlighted with a red box. Below the tabs, there are two sections: "Assigned Itineraries" and "Available Itineraries". Both sections show a table with columns for "Departure City", "Date and Time", "Arrival City", "Date and Time", and "Arrival Rate Location". Both sections currently display "No Assigned Itineraries Found" and "No Available Itineraries Found" respectively. At the bottom right, there are "Previous" and "Next" navigation buttons.

**Step Four:** Enter the Departure City, date, and time and the Arrival City, date, and time. Click **Save**.

**Example:** Flew out of Atlanta, GA on 5/15 at 9:00 am and arrived in Los Angeles, CA on 5/15 at 2:00 pm.

Travel Allowances For Report: Atlanta Trip

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Atlanta Trip Selection: CU International / Developme

Add Stop Delete Rows Import Itinerary

Departure City <sup>1</sup>	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: Atlanta, Georgia

Date: 05/15/2023 Time: 9:00 AM

Arrival City: Los Angeles, California

Date: 05/15/2023 Time: 2:00 pm

Save

Next >> Cancel

**Step Five:** Enter the Departure city, date, and time and the Arrival city, date, and time. Click **Save**. You only need to enter the itinerary for your first and last day of travel, Concur will add the dates in-between.

**Note:** If this was a multi-city trip, continue entering the departure and arrival cities and their corresponding days. **Example:** Departed Atlanta and arrived in Los Angeles on 5/15, left Los Angeles and went to Anaheim on 5/17, left Anaheim and flew back to Atlanta on 5/20.

Travel Allowances For Report: Atlanta Trip

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Atlanta Trip Selection: CU International / Development Tra

Add Stop Delete Rows Import Itinerary

Departure City <sup>1</sup>	Arrival City	Arrival Rate Location
Atlanta, Georgia 05/15/2023 09:00 AM	Los Angeles, California 05/15/2023 02:00 PM	LOS ANGELES COUNTY, US-CA, US

New Itinerary Stop

Departure City: Los Angeles, California

Date: 05/20/2023 Time: 9:00 AM

Arrival City: Atlanta, Georgia

Date: 05/20/2023 Time: 2:00 pm

Save

Next >> Cancel

**Step Six:** Once you have entered all the itinerary stops, click **Next**.

**Step Seven:** Your itinerary is now assigned. Click **Next**.

Travel Allowances For Report: Atlanta Trip

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time <sup>1</sup>	Arrival City	Date and Time	Arrival Rate Location
<b>Itinerary: Atlanta Trip</b>				
Atlanta, Georgia	05/15/2023 09:00 AM	Los Angeles, California	05/15/2023 02:00 PM	LOS ANGELES COUNTY, US-CA, US
Los Angeles, California	05/20/2023 09:00 AM	Atlanta, Georgia	05/20/2023 02:00 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries

Departure City	Date and Time <sup>1</sup>	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

**Step Eight:** The days of travel and their corresponding travel allowance amount are now showing. Travelers should click the checkboxes next to the meals that were provided to them and the total dollar amount for that day will decrease. If no meals were provided, do not click any checkboxes. Click **Create Expenses** when you are finished and Concur will create the expense lines.

**Note:** Travelers are entitled to 75% of the maximum travel allowance on the first and last days of travel and the amount will be less than the days in-between. Travelers should still deduct any meals on the first and last days of travel if they were provided.

Travel Allowances For Report: Atlanta Trip

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude All

	Date/Location <sup>1</sup>	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/15/2023 Los Angeles, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	05/16/2023 Los Angeles, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$22.00
<input type="checkbox"/>	05/17/2023 Los Angeles, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	05/18/2023 Los Angeles, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$22.00
<input type="checkbox"/>	05/19/2023 Los Angeles, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	05/20/2023 Los Angeles, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50