Office of PROCUREMENT AND BUSINESS SERVICES
Clemson® University

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 <u>Funds 10 or 18</u> 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.

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

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.

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.

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

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

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.