Create a Travel Allowance

All Reports for completed trips should include a Travel Allowance. The Travel Allowance defines your time in travel status, applies the meal & incidental expenses (M&IE) allowance, and determines the allowable lodging rate. The latter two purposes are why a Travel Allowance is required for all trips with lodging and/or meal expenses.

The allowable rate for your first day of travel is based on the GSA listed rate for the city where you lodged. The allowance for your last day is based on the rate for the last city you lodged.

If no travel commenced, a Travel Allowance is not entered. For example, Reports to reconcile expenses from a cancelled trip or accidental card charges. Do not enter a Travel Allowance if you were not in travel status.

1. The Travel Allowance is prompted when you create a Report
   a. Answering “Yes” to “Does this trip contain ‘Per Diem Meals’?” initiates the Travel Allowance

   ![Travel Allowances](image)

   Does this trip contain “Per Diem Meals”?

   ![Yes No]

   b. If the Report is already created, you can assign the Travel Allowance from the Details drop-down menu

   ![Details drop-down menu]

   Report
   - Report Header
   - Totals
   - Audit Trail
   - Approval Flow
   - Comments
   - Allocations
   - Allocations
   - Travel Allowances
   - New Itinerary
   - Available Itineraries
   - Expenses & Adjustments
   - Reimbursable Allowances Summary

   Naturally Inspiring
2. In Create New Itinerary, enter the outbound and return itinerary information (start and end locations, dates, and times)
   a. Click Save after entering each leg
   b. Use the time you departed from or returned to your home/duty station
   c. If your trip includes personal time, enter the business-only itinerary from the cost comparison
   d. Anytime flights cross date lines, the layovers are excluded unless you stopped and lodged there for the night

**Note:** Including personal days in the Travel Allowance results in inaccurate calculations on your allowable per diem. Including layovers/intermediate stops may also result in inaccurate per diem calculations.

For example, in the following screenshots, the actual itinerary includes an extended stay at the business location and a layover in Anchorage on the return. The itinerary entered reflects the business-only travel dates and excludes layover stops.
3. Once the itinerary is complete, click Next.
Hot Tip: Selecting Import Itinerary provides some available trip itineraries. If the correct itinerary is available and assigned, this negates the need to manually enter each leg.

4. Verify the itinerary is correct and click “Next”
5. In Expenses & Adjustments, review M&IE allowances and click “Create Expenses” to assign the Travel Allowance to your Report
   a. Concur calculates the business location GSA rate and displays the daily allowable M&IE in Expenses & Adjustments
   b. You can exclude provided meals, full days, or all per diem by checking the associated boxes
   c. The Allowance column provides total daily M&IE after deducting provided meals or excluded days
6. “Daily Per Diem” based on the Travel Allowance generates as expenses on your Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/28/2020</td>
<td>Daily Per Diem</td>
<td>$5.00</td>
</tr>
<tr>
<td>10/25/2020</td>
<td>Daily Per Diem</td>
<td>$76.00</td>
</tr>
<tr>
<td>10/24/2020</td>
<td>Daily Per Diem</td>
<td>$23.00</td>
</tr>
<tr>
<td>10/23/2020</td>
<td>Daily Per Diem</td>
<td>$57.00</td>
</tr>
<tr>
<td>10/22/2020</td>
<td>Daily Per Diem</td>
<td>$57.00</td>
</tr>
<tr>
<td>10/21/2020</td>
<td>Daily Per Diem</td>
<td>$57.00</td>
</tr>
</tbody>
</table>

7. Access the Travel Allowance from the Details drop-down menu to Edit or Unassign the information
   a. Only unsubmitted Reports are changeable
   b. Click Update Expenses on the Expenses & Adjustments tab to recalculate M&IE allowances
   c. The “Daily Per Diem” expense is not editable under Expenses