

Purpose: The purpose of this document is to provide information on how to add Per Diem meal expenses to your Expense Reports.

1. Log in to the Concur Expense Management System via Single Sign On from TUportal.
2. Select the New Expense Report button or select New Expense Report under the Expenses tab.
3. Complete the Report Header information and click the Next button.
4. In order for the Per Diem rates to populate in your Expense Report you will need to add an itinerary. Add the departure city, date and time and the destination arrival city, date and time. Click Save. **You must add an additional Itinerary Stop for your return trip. Your itinerary should look like the below when you have completed the trip.**

Travel Allowances For Report: HOW TO DOCUMENTS □ ×

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
HOW TO DOCUMENTS

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Philadelphia, Pennsylvania 01/01/2015 01:00 PM	San Francisco, California 01/01/2015 09:00 PM	SAN FRANCISCO COUNTY, ...
<input type="checkbox"/>	San Francisco, California 01/20/2015 08:00 AM	Philadelphia, Pennsylvania 01/20/2015 03:00 PM	PHILADELPHIA COUNTY, US...

New Itinerary Stop

Depart from (city)
Philadelphia, Pennsylvania

Date
[Date Picker]

Time
[Time Picker]

Arrive in (city)
[City Picker]

Date
[Date Picker]

Time
[Time Picker]

Save

Go to Single Day Itineraries Next >> Cancel

5. When you have completed the addition of your itinerary, click the Next button. Click on the itineraries that you would like to add to your expense report. Click the Next button.

Travel Allowances For Report: HOW TO DOCUMENTS

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: HOW TO DOCUMENTS				
Philadelphia, Pennsylvania	01/01/2015 01:00 PM	San Francisco, California	01/01/2015 09:00 PM	SAN FRANCISCO COUNTY, US-...
San Francisco, California	01/20/2015 08:00 AM	Philadelphia, Pennsylvania	01/20/2015 03:00 PM	PHILADELPHIA COUNTY, US-PA...

Available Itineraries

Current Itineraries Delete Assign

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

<< Previous Next >>

- The list of days that the per diem is available for will populate in the window. If you would like to include all of the meals/days listed click the Create Expenses button. To exclude some portion of the per diem, place a check box in the column for which the per diem is not to be paid. An example of this would be if you were attending a conference where lunch was provided.

Travel Allowances For Report: HOW TO DOCUMENTS

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [01/01/2015] to [01/20/2015] Go

Exclude All

Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
01/01/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/02/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/03/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/04/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/05/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/06/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/07/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/08/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/09/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/10/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/11/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/12/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/13/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/14/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/15/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/16/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/17/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/18/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/19/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
01/20/2015 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00

<< Previous Create Expenses Cancel

- Click the Create Expenses button when you have the correct information listed.
- A detailed list of each day's per diem will populate in your expense report. You can now add additional expenses as needed.

HOW TO DOCUMENTS

Click to edit report name and other details Import Details Receipts Print / Email

Expenses Move Delete Copy View

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/20/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/19/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/18/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/17/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/16/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/15/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/14/2015	Parking - 7365 EZ Park, Philadelphia, Pennsylvania	\$15.00	\$15.00
<input type="checkbox"/>	01/14/2015	Employee Mileage - 7600	\$6.33	\$6.33
<input type="checkbox"/>	01/14/2015	Misc-only when type is not listed - 7600 Credit, Philadelphia, Pennsylvania	\$-11.33	\$-11.33
<input type="checkbox"/>	01/14/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/13/2015	Parking - 7365 EZ Park, Philadelphia, Pennsylvania	\$15.00	\$15.00
<input type="checkbox"/>	01/13/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/12/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/11/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/10/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/09/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/08/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/07/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/06/2015	Fixed Meals San Francisco, California	\$71.00	\$71.00
<input type="checkbox"/>	01/05/2015	Fixed Meals	\$71.00	\$71.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,445.00	\$1,445.00

Notes: When creating itineraries, you also have the option to select a single day itinerary if you are traveling back and forth on the same day. You will also have the ability to import any travel itineraries that have been booked via the Concur Booking module. When importing make sure the itinerary includes 2 lines.