

Purpose and Use of the Travel Allowance

When traveling involves either lodging or meals per diem, an expense report travel allowance is required. Its function is to manage the following portions of the Expense Report:

- Trip destination(s)/itinerary
- Meal per diem rates and adjustments
- Lodging CONUS/OCONUS rates
- The Use Percent Rule indicator to allow lodging up to 150% of CONUS/OCONUS rates

A travel allowance is required for any expense report that is claiming lodging or meals per diem. This applies when the expense type Lodging is used. A travel allowance is not required for Lodging Group or Lodging Centrally Held Card expenses and should not be included. A travel allowance is only needed for a one-day trip if the trip lasts longer than 12 hours and the traveler claims meals.

NOTE: Unless a travel allowance is required, it is recommended NOT to create one. This prevents issues later if meals or lodging do need to be claimed for the trip.

Onboarding Process

When using a travel allowance, it is recommended to create the travel allowance when entering the header information. Scroll to the bottom of the header and select “Yes, I require a Travel Allowance”.

Travel Allowance

Will you claim Travel Allowance (Meals - Per Diem and/or Lodging) for this trip?

Yes, I require Travel Allowance

 No, I do not require Travel Allowance

If the travel allowance is not created when the expense report is first created, it can be added later to the existing expense report. From Manage Travel Allowance, click Create New Itinerary.

Trip Using a Travel Allowance \$0.00 Delete Report Submit Report

Not Submitted | Report Number: 216NJR

Report Details ▾ Print/Share ▾ Manage Receipts ▾ **Travel Allowance ▾** View Available Receipts 📄

Add Expense
Edit
Delete
Copy
Manage Travel Allowance
Combine Expenses
Move to ▾

Creation of Travel Allowance

All travel allowances must have at least two rows: one for the destination of the trip and one for the return. This is also true for a one-day trip. If there are multiple destinations, an entry is required for each of those. The travel allowance/itinerary is used to determine the CONUS/OCONUS per diems for each day of the trip. The destination for a multi-day trip is the location of the hotel, not necessarily the place where the business is conducted.

The screenshot shows two main sections. On the left, the 'Itinerary Info' section includes an 'Itinerary Name' field with the text 'Trip Using a Travel Allowance' and a 'Selection' dropdown menu set to 'USGSA'. Below this are buttons for 'Add Stop', 'Delete Rows', and 'Import Itinerary'. A table with columns for 'Departure City', 'Arrival City', and 'Arrival Rate Location' is shown with the message 'No Itinerary Rows Found'. On the right, the 'New Itinerary Stop' section contains two sets of input fields: 'Departure City', 'Date', and 'Time' for the first leg, and 'Arrival City', 'Date', and 'Time' for the second leg.

The steps for adding the itinerary are:

1. Begin typing the name of the city from which you are leaving in the Departure City field. Select the city from the dropdown list. Concur does not allow direct entry, but the city must be selected from the dropdown. Next, enter the Arrival City.

This close-up shows the 'New Itinerary Stop' form with the 'Departure City' field containing 'Knox, Indiana'. A dropdown menu is open, listing several options: 'Knox, Indiana', 'Knox, Pennsylvania', 'Knoxfield, AUSTRALIA', and 'Knoxville, Tennessee'. The 'Knox, Indiana' option is highlighted.

2. Enter the date and time of your departure. This entry is the information about the day the trips begins. Concur will default the arrival city date from the departure city date.

This screenshot shows the 'New Itinerary Stop' form with the following data entered: 'Departure City' is 'Knox, Indiana'; 'Date' is '06/01/2023' and 'Time' is '8:00 AM'; 'Arrival City' is 'Jackson, Tennessee' with a gear icon to its right; and the second leg's 'Date' is '06/01/2023' and 'Time' is '5:00 PM'.

3. The first leg of the itinerary has been created. Click Save.
4. On the following screen, enter the same information for the return trip and for any intervening destinations. For every leg after the first, Concur will automatically populate the departure and arrival city fields. Edit those fields

as necessary for each additional itinerary leg, remembering to enter dates and times for each arrival and departure.

The completed itinerary will have a row for the first and last days and for every destination in between.


Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip Using a Travel Allowance				
Knoxville, Tennessee	06/01/2023 08:00 AM	Jackson, Tennessee	06/01/2023 05:00 PM	MADISON COUNTY, US-TN, US
Jackson, Tennessee	06/02/2023 03:00 PM	Memphis, Tennessee	06/02/2023 05:00 PM	SHELBY COUNTY, US-TN, US
Memphis, Tennessee	06/03/2023 03:00 PM	Nashville, Tennessee	06/03/2023 08:00 PM	DAVIDSON COUNTY, US-TN, US
Nashville, Tennessee	06/04/2023 04:00 PM	Knoxville, Tennessee	06/04/2023 08:00 PM	KNOX COUNTY, US-TN, US

After entering all the legs of the trip, click Next to go to the Expenses & Adjustments tab. On this screen, check the boxes for any meals that are provided. These meals will be deducted from those days per diem. The reimbursement amount will be displayed on the right side of the screen.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Use Percent Rule	Allowance
<input type="checkbox"/>	06/01/2023 Jackson, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$44.25
<input type="checkbox"/>	06/02/2023 Memphis, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	06/03/2023 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	06/04/2023 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25



On the Expenses & Adjustments tab, the column Use Percent Rule applies to the lodging per diem. It is recommended to check this box for each day of the trip. Checking Use Percent Rule will generate the allowable reimbursement amount at 150% CONUS/OCONUS rate instead of the actual per diem. Normally, the CONUS rate for Seattle is \$232. In the example below, because the Use Percent Rule was checked, the system generated the Allowance Limit as \$348 (\$232 * 1.5). This is the rate that will be used by the system to compare to the nightly rate on the lodging expense.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Use Percent Rule	Allowance
<input type="checkbox"/>	06/01/2023 Jackson, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$44.25
<input type="checkbox"/>	06/02/2023 Memphis, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	06/03/2023 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	06/04/2023 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25

After completing the itinerary and the expenses and adjustments, click Create Expenses. This will return you to the expense report with the meals per diem entries created.

Trip Using a Travel Allowance \$251.50						More Actions ▾	Submit Report
Not Submitted Report Number: 216NJR							
Report Details ▾		Print/Share ▾		Manage Receipts ▾		Travel Allowance ▾	
							View Available Receipts 📄
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ </div>							
<input type="checkbox"/>	Receipt ↕	Payment Type ↕	Expense Type ↕	Vendor Details ↕	Date ≡	Requested ↕	
<input type="checkbox"/>		Out-of-Pocket	Meals - Per Diem	Nashville, Tennessee	06/04/2023	\$59.25	
<input type="checkbox"/>		Out-of-Pocket	Meals - Per Diem	Nashville, Tennessee	06/03/2023	\$79.00	
<input type="checkbox"/>		Out-of-Pocket	Meals - Per Diem	Memphis, Tennessee	06/02/2023	\$69.00	
<input type="checkbox"/>		Out-of-Pocket	Meals - Per Diem	Jackson, Tennessee	06/01/2023	\$44.25	
							\$251.50

If you have questions or need additional assistance utilizing the University’s travel system, please contact travel@tennessee.edu.