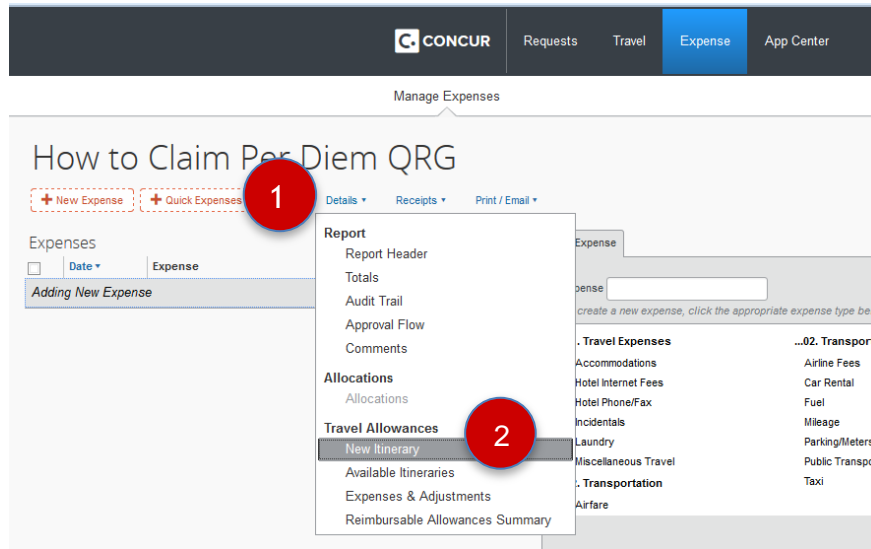


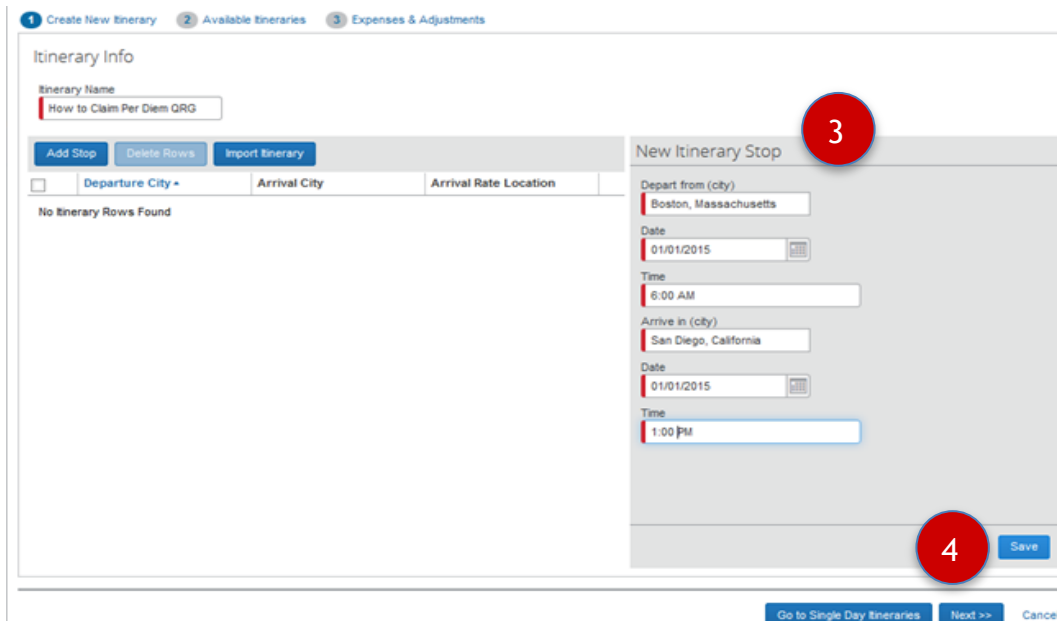
How to Claim Per Diem in Concur

This Quick Reference Guide demonstrates how to claim Per Diem in **Concur**.

- A user can enter a **New Itinerary** in order to claim a **Daily Allowance**
- A **Daily Allowance** in Concur is the **Meals and Incidentals** Per Diem rate set by the U.S. Government for the region visited



1	Click Details drop down within expense report
2	Select New Itinerary



3	Fill out first Itinerary Stop on landing page (this will include Departure and Arrival cities and times). Note: DO NOT click Next after filling out the above
4	Click Save
5	Add additional Itinerary Stop . In this QRG this is the travelers return date.
6	Click Save

The screenshot shows the 'Itinerary Info' page in Concur. At the top, there are three tabs: '1 Edit Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. Below the tabs is the 'Itinerary Name' field with the text 'How to Claim Per Diem QRG'. There are three buttons: 'Add Stop', 'Delete Rows', and 'Import Itinerary'. A table lists the current itinerary stop:

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Boston, Massachusetts 01/01/2015 06:00 AM	San Diego, California 01/01/2015 01:00 PM	SAN DIEGO COUNTY, US-C...

To the right is the 'New Itinerary Stop' form. It includes fields for 'Depart from (city)' (San Diego, California), 'Date' (01/04/2015), 'Time' (10:00 AM), 'Arrive in (city)' (Boston, Massachusetts), 'Date' (01/04/2015), and 'Time' (6:00 PM). A 'Save' button is at the bottom right of this form. At the bottom of the page, there are three buttons: 'Go to Single Day Itineraries', 'Next >>', and 'Cancel'. Red circles with numbers 5 and 6 highlight the 'Save' button in the form and the 'Save' button at the bottom right of the page, respectively.

7	Click Next
8	View the Assigned Itinerary and click Next (clicking Previous will allow you to go back and edit your work).

- 1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
How to Claim Per Diem QRG

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Boston, Massachusetts 01/01/2015 06:00 AM	San Diego, California 01/01/2015 01:00 PM	SAN DIEGO COUNTY, US-C...
<input type="checkbox"/>	San Diego, California 01/04/2015 10:00 AM	Boston, Massachusetts 01/04/2015 06:00 PM	SUFFOLK COUNTY, US-MA,...

New Itinerary Stop

Depart from (city)

Date

Time

Arrive in (city)

Date

Time

[Save](#)

[Go to Single Day Itinerary](#)
7
[Next >>](#)
[Cancel](#)

- 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 Claim Per Diem QRG					
	Boston, Massachusetts	01/01/2015 06:00 AM	San Diego, California	01/01/2015 01:00 PM	SAN DIEGO COUNTY, US-CA, US
	San Diego, California	01/04/2015 10:00 AM	Boston, Massachusetts	01/04/2015 06:00 PM	SUFFOLK COUNTY, US-MA, US

Available Itineraries

Current Itineraries [Delete](#) [Assign](#)

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

[<< Previous](#)
8
[Next >>](#)

9	Indicate any included meals during travel dates by selecting appropriate check boxes. Concur will adjust your Allowance accordingly.
10	Click Create Expenses

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	Allowance
<input type="checkbox"/>	01/01/2015 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25
<input type="checkbox"/>	01/02/2015 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	01/03/2015 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$35.00
<input type="checkbox"/>	01/04/2015 San Diego, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$41.25

You have successfully claimed Per Diem in Concur:

How to Claim Per Diem QRG

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/04/2015	Daily Allowance San Diego, California	\$41.25	\$41.25
<input type="checkbox"/>	01/03/2015	Daily Allowance San Diego, California	\$35.00	\$35.00
<input type="checkbox"/>	01/02/2015	Daily Allowance San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	01/01/2015	Daily Allowance San Diego, California	\$53.25	\$53.25