CONCUR | SINGLE DAY TRAVEL ALLOWANCE

OVERVIEW

Single day travel allowances apply for per diem when you have incurred meals during a business trip that is at least 10 consecutive business hours but does not involve an overnight stay.

A traveler’s meal per diem amount(s) – for a Single Day Travel Allowance - will equal 75% of the allowable GSA rate, based on the End Location.

Single Day individual meals (meal per diem or directly reimbursed) are taxable. This excludes business meals. Please note the taxable amounts will be reported to Payroll to be included in your earnings.

This document provides an overview for expensing meals using a single day itinerary in Concur.

PROFILE SETUP

It is best practice to update your Concur profile with specific personal and account information. Profile information then populates respective fields throughout Concur, which minimizes manual input.

Refer to the Navigation and Profile Setup reference documentation for specific details.

LOGGING IN

1. Navigate to any web browser.
2. Access Concur by clicking on the following link: Concur SSO.

SINGLE DAY TRAVEL ALLOWANCES

1. From within an Expense Report, complete the required Report Header fields then click Next>>. The Travel Allowances prompt displays.

2. Click Yes to indicate you will be claiming meal per diem on this report.

3. Click Go to Single Day Itineraries.

4. Modify the date displaying in the Choose start date field and then click Go.

5. For the date(s) you are claiming a Travel Allowance (Meals Per Diem), complete the following fields:
   - Start Location: Enter your starting location for that day and click Tab.
   - Depart (time): Enter the time you left and click Tab.
   - End Location: Enter your last business destination of the day and click Tab.
   - Arrive (time): Enter the time you arrived at your final business location and click Tab.
- **Depart** (time): Enter the time you left the “End Location” and then click Tab.
- **Back at Origin** (time): Enter the time you arrived home and click Tab.
- **Hours**: If the length of your travel is 10 hours or more, 75% of the allowable GSA Per Diem rate displays.

6. Click **Save**.

7. If you have additional single day travel allowances to enter for a different week, (after saving):
   a. Change the **Choose start date** field.
   b. Click **Go**.
   c. Enter the applicable data.

**NOTE**: Any days where meals have already been requested on ANY expense report for the date period displayed will show the message **An itinerary already exists for this day or Itinerary has been created.** You cannot claim meals for the same day twice.

8. Click **Next>>**. The **Available Itineraries** display.

9. Click **Next>>**. The **Expenses & Adjustments** view displays.

10. Check off any meals that were provided during the day of travel, as applicable.

**NOTE(S):**
1. The Allowance column meal per diem amount(s) equal to 75% of the allowable GSA rate for the city of travel.
2. The allowance amounts adjust appropriately when meals are provided for any given day.
3. Allowance amounts will appear as $0.00 if the length of travel for any single day itinerary is less than 10 hours.

11. Click **Create Expenses**. Your expense report displays, listing each single day allowance to the left.

12. If applicable, add remaining business expenses that were incurred during the single day of travel.

13. Once expense report is completed, click **Submit Report**.