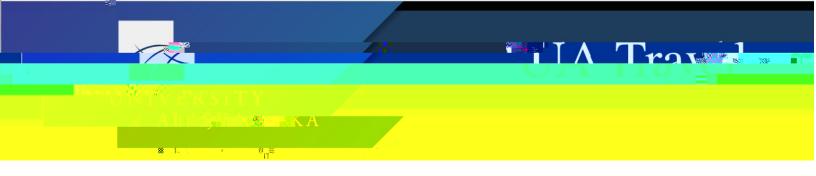


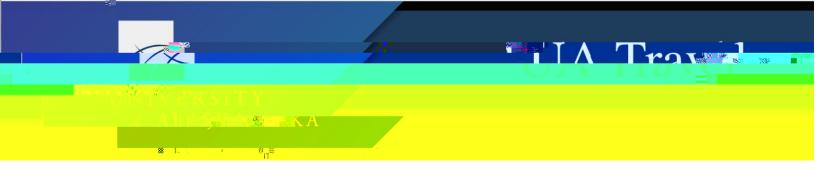
## Create a Travel Allowance

All Reports for completed trips should include a Travel Allowance. The Travel Allowance defines the traveler's time in travel status, applies the MI&E allowance to their Report, and determines



**Note**: Including personal days in the Travel Allowance results in inaccurate calculations on 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

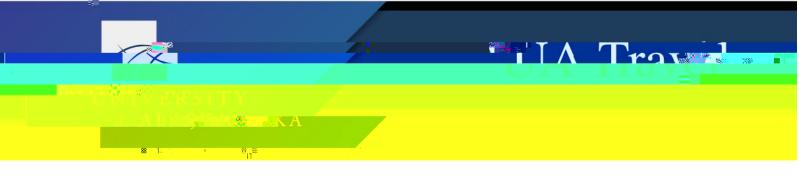


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3. Once the itinerary is complete, click Next

**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.

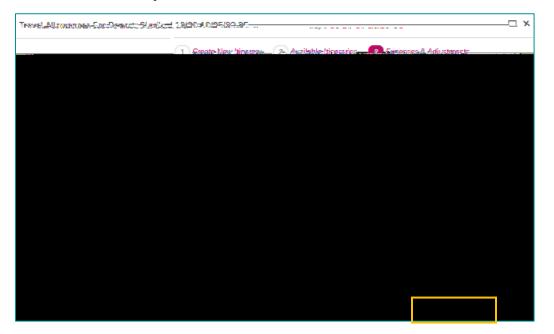
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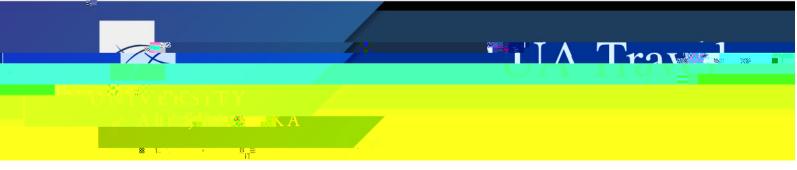


4. Verify the itinerary is correct and click Next

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- 5. In Expenses & Adjustments, review M&IE allowances and click Create Expenses to assign the Travel Allowance to the Report
  - a. Concur calculates the business location GSA rate and displays the daily allowable M&IE in Expenses & Adjustments
  - b. Users 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 the Report



- 7. Access the Travel Allowance from the Travel Allowance 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

## Troubleshoot

Problem: The Travel Allowance is alerting that the itinerary already exists.

Solution: The itinerary is already entered (usually from another Report) and listed under Travel Allowances: Available Itineraries. Assigning the existing itinerary will resolve the error alerts.

Under Available Itineraries, select the appropriate filter option from the drop-down menu. Select the itinerary, assign it to the Report, and edit if needed.

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