Managing Per Diem for Concur Expense Reports

Description
This job aid describes how to include per diem when creating a new Concur expense report.

Navigation
Concur > Expense > Create New Expense Report

Once the Report Header information has been completed with a Report Name, Business Purpose, etc. and the Next >> button has been clicked, the Travel Allowances alert box, shown below, will appear.

1. Click Yes

2. In the New Itinerary Stop section, complete all of the required fields for the first leg of the trip.

3. Click Save
4. In the **New Itinerary Stop** section that pops up, complete all of the required fields for the **second leg** of the trip.

5. Click **Save**.

6. If this completes the trip itinerary, click **Next >>**

   **Note:** If there are additional legs for this trip, repeat Step 4 until all legs have been entered.

7. Next, click **Expenses & Adjustments**
8. If meals were provided by the conference or event, please mark the corresponding boxes.

9. Click **Create Expenses**

10. Per diem will appear in the expense report as **Fixed Meals**.

**Note**: If you clicked **No** in step 1, you can still add your per diem. To do so, click **Details** and select **New Itinerary** under Travel Allowances and proceed from step 2 of this job aid.