



PER DIEM

ADDING PER DIEM TO YOUR REPORT
& CHANGING YOUR ITINERARY

Adding Per Diem

ONCE YOU HAVE FILLED OUT YOUR REPORT HEADER, CLICK “NEXT”.

The screenshot displays the 'Expense Center' web application. The main heading is 'Create a New Expense Report' with a sub-heading 'Report Header'. The form contains several fields: 'Report Date' (07/15/2015), 'Report Name (Destination and Travel Dates)' (Charleston, SC 5/15-2/1/15), 'Policy' (University System Policy), 'Trip Start Date' (05/15/2015), 'Trip End Date' (05/21/2015), 'Purpose of Trip' (ABC Conference), 'Trip Type' (Domestic), 'Report Key', and 'Speed Chart' (HSS-Communications (02010)). A 'Comment' text area is also present. Below the form is a 'Requests' table with columns for 'Request Name', 'Request ID', 'Request Total', 'Amount Approved', and 'Amount Remaining'. A modal dialog box titled 'Travel Allowances' is overlaid on the table, containing a question mark icon and the text 'Will this report include meals per diem?'. The dialog has 'Yes' and 'No' buttons. A blue arrow points from the bottom of the screen to the 'Yes' button. At the bottom right of the form, there are 'Next >>' and 'Cancel' buttons.

YOU WILL THEN BE ASKED “WILL THIS REPORT INCLUDE MEALS PER DIEM?” CLICK “YES”.

Expense Center - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Expense Center

https://www.concursolutions.com/Expense/Client/default.asp

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CONCUR Requests Travel Expense Approvals App Center Help Profile

Manage Expenses Cash Advances

Charleston, SC 5/15-21/15

Delete Report Submit Report

+ New Expense Import Expenses Details Receptions Print / Email

Hide Exceptions

Expense	Date	Amount
Fixed Meals	05/15/2015	\$38.25
Fixed Meals	05/16/2015	\$51.00
Fixed Meals	05/17/2015	\$51.00

Exceptions

Expenses

Adding New Expense

Date	Expense	Amount	Amount
05/21/2015	Fixed Meals Charleston, South Carolina		
05/20/2015	Fixed Meals Charleston, South Carolina		
05/19/2015	Fixed Meals Charleston, South Carolina		
05/18/2015	Fixed Meals Charleston, South Carolina		
05/17/2015	Fixed Meals Charleston, South Carolina		
05/16/2015	Fixed Meals Charleston, South Carolina		
05/15/2015	Fixed Meals Charleston, South Carolina	\$38.25	\$38.25

TOTAL AMOUNT \$331.50 TOTAL REQUESTED \$331.50

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances
 - Available
 - Assigned
- Allocations
- Travel Allowances
 - New Itinerary**
 - Available Itineraries
 - Expenses & Adjustments
 - Reimbursable Allowances Summary

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Personal Car Mileage Hotel Taxi

All Expense Types

Communications	...Other	...Other	Transportation	...Transportation
Cellular Phone	For Travel Agent (In-State Travel)	Registration	Airfare	Rental Cars Only
Internet/Data Charges	For Travel Agent (International Travel)	Subscriptions	Baggage Fees	Shuttle Service
Local Phone	For Travel Agent (Out of State Travel)	Tours	Bus	Taxi
Long Distance	Laundry	Other Meals	IT Supplies & Materials	Tolls
Other Communication	Membership Fees	Employee Group Meal	Other Ground	VisaPass
Hotel	Miscellaneous	Meals (Exception w/receipt)	Parking	Voice/Data Wireless
Copy Charges	Office Supplies	Student Meals (list attached)	Personal Car Mileage	
	Postage	Student Meals (with Attendee)	Rental Car Fuel	

https://www.concursolutions.com/Expense/Client/default.asp#

4:08 PM 7/15/2015

IF YOU DID NOT CLICK "YES" TO THE PER DIEM QUESTION, BUT NEED TO ADD PER DIEM TO YOUR REPORT, CLICK "DETAILS" AND THEN "NEW ITINERARY"

YOU MUST CHOOSE IN STATE OR OUT OF STATE/INTERNATIONAL

The screenshot displays the SAP Concur Expense Center interface. A modal window titled "Travel Allowances For Report: Charleston, SC 5/15-21/18" is open. It features a "Selection" dropdown menu with the following options: "In state (Multi Day 100% Per Diem)", "In state (Multi Day 100% Per Diem)", "In state (Single Day 100% Per Diem)", and "Out of State/International (75% Rule)". A blue arrow points to the "In state (Single Day 100% Per Diem)" option. The background shows the "Create a New Expense Report" form with fields for Report Date, Report Name, and Comment.

WHEN YOU TRAVEL IN STATE, YOU ARE ELIGIBLE FOR 100% PER DIEM FOR ALL TRAVEL DAYS

ANY OTHER TRAVEL OUTSIDE OF GA REQUIRES YOU TO CHANGE TO "OUT OF STATE/INTERNATIONAL"

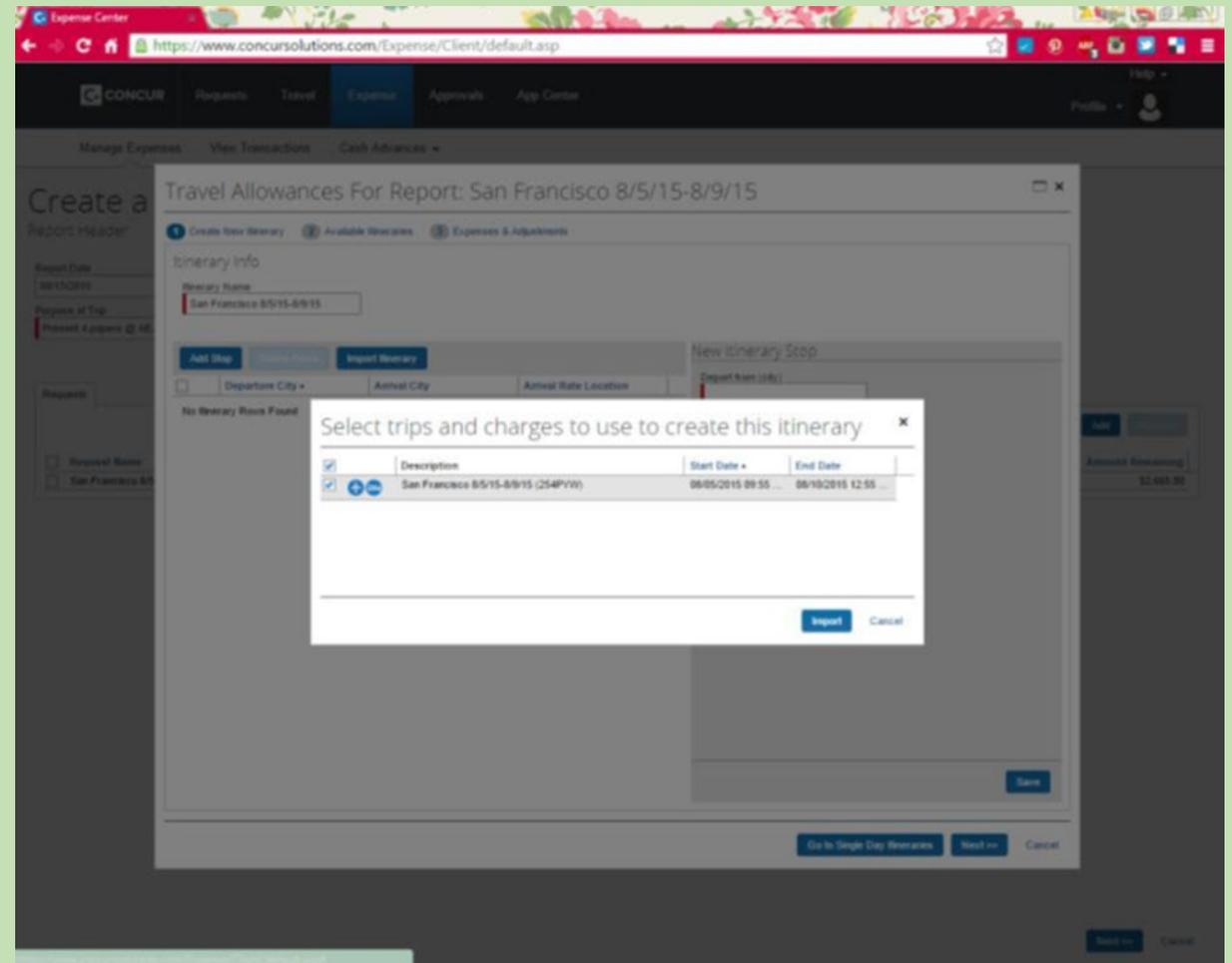
IF THIS IS NOT CORRECTLY, YOUR REPORT WILL BE SENT BACK TO YOU FOR REVISION. YOU WILL NEED TO COMPLETELY REDO THE PER DIEM SECTION OF YOUR REPORT.

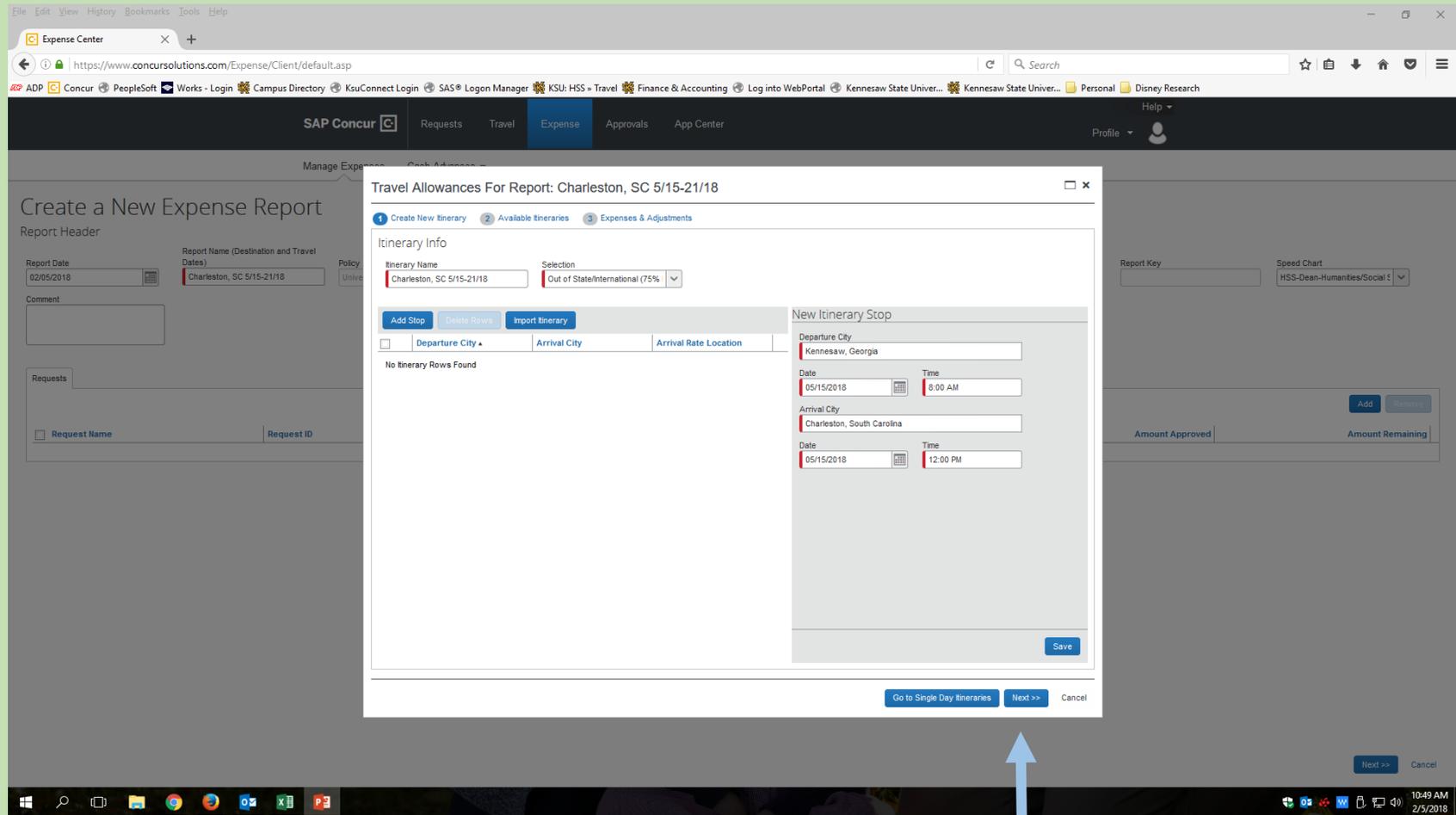
***PLEASE NOTE, NON-OVERNIGHT TRAVEL IS NO LONGER ELIGIBLE FOR PER DIEM UNLESS A SPECIAL WAIVER HAS BEEN APPROVED BY THE TRAVEL DEPT.**

Importing Itinerary

IF YOU BOOKED YOUR AIRFARE IN CONCUR, YOU HAVE THE OPTION TO CLICK THE “IMPORT ITINERARY” BUTTON. THIS WILL PULL IN YOUR ITINERARY FOR PER DIEM (SO YOU DO NOT HAVE TO MANUALLY ADD IT).

PLEASE DOUBLE CHECK THE ITINERARY, TO MAKE SURE THE ITINERARY IS CORRECT.





Create New Itinerary Stop:
TYPE IN THE CITY YOU DEPARTED FROM, DATE, TIME.
THEN, THE CITY YOU ARRIVED IN, DATE, AND TIME.
CLICK "SAVE". THIS IS THE FIRST DAY OF YOUR ITINERARY.

-FILL OUT ANOTHER ITINERARY STOP AND “SAVE”.

-YOU SHOULD NOW HAVE YOUR FULL ITINERARY (UNLESS YOU TRAVELLED TO MULTIPLE CITIES). IF YOU TRAVELLED TO MULTIPLE CITIES, PLEASE CONTINUE TO FILL OUT YOUR ITINERARY.

Expense Center - Mozilla Firefox
https://www.concursolutions.com/Expense/Client/default.asp

CONCUR Requests Travel Expense Approvals App Center

Travel Allowances For Report: Charleston, SC 5/15-21/15

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info
Itinerary Name: Charleston, SC 5/15-21/15

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Kennesaw, Georgia 05/15/2015 08:00 AM	Charleston, South Carolina 05/15/2015 01:00 PM	CHARLESTON COUNTY, US...
<input type="checkbox"/>	Charleston, South Carolina 05/21/2015 12:00 PM	Kennesaw, Georgia 05/21/2015 05:00 PM	COBB COUNTY, US-GA, US

New Itinerary Stop
Depart from (city): Kennesaw, Georgia
Time: _____
Arrive in (city): _____
Date: _____
Time: _____
Save

Go to Single Day Itineraries Next >> Cancel

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You must have at least two lines for your itinerary. (Unless you only travelled one day).

CLICK "EXPENSES AND ADJUSTMENTS" OR "NEXT" TWICE

Expense Center - Mozilla Firefox

Expense Center

https://www.concursolutions.com/Expense/Client/default.asp

CONCUR

Requests Travel Expense Approvals App Center

Manage Expense

Create a New Expense Report

Report Header

Report Date: 07/15/2015

Report Name (Destination and Travel Dates): Charleston, SC 5/15-21/15

Comment

Requests

Request Name Request ID

Travel Allowances For Report: Charleston, SC 5/15-21/15

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Charleston, SC 5/15-21/15

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Kennesaw, Georgia 05/15/2015 08:00 AM	Charleston, South Carolina 05/15/2015 01:00 PM	CHARLESTON COUNTY, US...
<input type="checkbox"/>	Charleston, South Carolina 05/21/2015 12:00 PM	Kennesaw, Georgia 05/21/2015 05:00 PM	COBB COUNTY, US-GA, US

New Itinerary Stop

Depart from (city): Kennesaw, Georgia

Date: []

Time: []

Arrive in (city): []

Date: []

Time: []

Save

Go to Single Day Itineraries Next >> Cancel

Next >> Cancel

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HERE YOU WILL SEE THE PER DIEM CALCULATED.

Expense Center - Mozilla Firefox
https://www.concursolutions.com/Expense/Client/default.asp

CONCUR | Requests | Travel | Expense | Approvals | App Center

Create a New Expense Report

Report Name (Destination and Travel Dates): Charleston, SC 5/15-21/15

Report Date: 07/15/2015

Report Key: HSS-Communications (02010)

Travel Allowances For Report: Charleston, SC 5/15-21/15

Exclude	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/15/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.25
<input type="checkbox"/>	05/16/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/17/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/18/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/19/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/20/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/21/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.25

Amount Approved: Amount Remaining

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INDICATE WHICH MEALS YOU DO NOT WANT TO CLAIM (SEE BREAKFAST, LUNCH, AND DINNER PROVIDED). THE PER DIEM AMOUNTS WILL AUTOMATICALLY POPULATE ON THE RIGHT SIDE.

FOR PERSONAL DAYS, CLICK THE “EXCLUDE ALL” BOX

Expense Center - Mozilla Firefox
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https://www.concursolutions.com/Expense/Client/default.asp
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CONCUR Requests Travel Expense Approvals App Center Profile Help

Manage Expense
Create a New Expense Report
Report Header
Report Date: 07/15/2015
Report Name (Destination and Travel Dates): Charleston, SC 5/15-21/15
Comment
Requests
Request Name Request ID

Travel Allowances For Report: Charleston, SC 5/15-21/15
1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments
Show dates from [] to [] Go
Exclude All
Date/Location Breakfast Provided Lunch Provided Dinner Provided Allowance

<input type="checkbox"/>	05/15/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.25
<input type="checkbox"/>	05/16/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/17/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/18/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/19/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/20/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	05/21/2015 Charleston, South Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.25

Report Key: [] Speed Chart: 2 HSS-Communications (02010) [v]
Add Remove
Amount Approved Amount Remaining
Next >> Cancel

Next >> Cancel
1:48 PM 7/15/2015

NEXT, CLICK “CREATE EXPENSES”

YOUR PER DIEM IS NOW ADDED TO YOUR EXPENSE REPORT

Expense Center - Mozilla Firefox
https://www.concursolutions.com/Expense/Client/default.asp

CONCUR Requests Travel Expense Approvals App Center

Manage Expenses Cash Advances

Charleston, SC 5/15-21/15

Delete Report Submit Report

+ New Expense Import Expenses Details Recepts Print / Email Hide Exceptions

Expense	Date	Amount	Exception
Fixed Meals	05/15/2015	\$38.25	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Fixed Meals	05/16/2015	\$51.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Fixed Meals	05/17/2015	\$51.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses

Date	Expense	Amount	Requested
05/21/2015	Fixed Meals Charleston, South Carolina	\$38.25	\$38.25
05/20/2015	Fixed Meals Charleston, South Carolina	\$51.00	\$51.00
05/19/2015	Fixed Meals Charleston, South Carolina	\$51.00	\$51.00
05/18/2015	Fixed Meals Charleston, South Carolina	\$51.00	\$51.00
05/17/2015	Fixed Meals Charleston, South Carolina	\$51.00	\$51.00
05/16/2015	Fixed Meals Charleston, South Carolina	\$51.00	\$51.00
05/15/2015	Fixed Meals Charleston, South Carolina	\$38.25	\$38.25

TOTAL AMOUNT \$331.50 TOTAL REQUESTED \$331.50

Recently Used Expense Types

Personal Car Mileage	Hotel	Taxi
Cellular Phone	For Travel Agent (In-State Travel)	Registration
Internet/Data Charges	For Travel Agent (International Travel)	Subscriptions
Local Phone	For Travel Agent (Out of State Travel)	Tours
Long Distance	Laundry	Other Meals
Other Communication	Membership Fees	Employee Group Meal
Lodging	Miscellaneous	Meals (Exception w/receipt)
Hotel	Office Supplies	Student Meals (list attached)
Other	Postage	Student Meals (with Attendee)
Copy Charges		

***MAKE SURE TO INCLUDE YOUR CONFERENCE AT-A-GLANCE SCHEDULE TO YOUR REPORT AS BACKUP DOCUMENTATION SHOWING WHETHER MEALS WERE PROVIDED TO YOU OR NOT.**

Changing Per Diem Itinerary

The screenshot displays the SAP Concur Expense Center interface for a travel report titled "Orlando, FL 3/6-10/19". The interface includes a navigation bar with "Expense" selected, and a sidebar menu with "Available Itineraries" highlighted. A blue arrow points from the text "GO TO: - DETAILS, AVAILABLE ITINERARIES" to the "Available Itineraries" menu item. The main content area shows a list of expense types and a "Recently Used Expense Types" section.

Expenses

Date	Expense Type
03/10/2019	Fixed Meals Orlando, Florida
03/09/2019	Fixed Meals Orlando, Florida
03/08/2019	Fixed Meals Orlando, Florida
03/07/2019	Fixed Meals Orlando, Florida
03/06/2019	Fixed Meals Orlando, Florida

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances
- Available
- Assigned
- Allocations
- Allocations
- Travel Allowances
- New Itinerary
- Available Itineraries**
- Expenses & Adjustments
- Reimbursable Allowances Summary

Recently Used Expense Types

Personal Car Mileage	Hotel	Taxi
Cellular Phone	Agenda	Office Supplies
Internet/Data Charges	Copy Charges	Postage
Local Phone	For Travel Agent (In-State Travel)	Registration
Long Distance	For Travel Agent (International Travel)	Subscriptions
Other Communication	For Travel Agent (Out of State Travel)	Tours

All Expense Types

Communications	Other	...Other	...Other Meals	...Transportation
Cellular Phone	Agenda	Office Supplies	Student Meals (1st attached)	Parking
Internet/Data Charges	Copy Charges	Postage	Student Meals (with Attendee)	Personal Car Mileage
Local Phone	For Travel Agent (In-State Travel)	Registration	Transportation	Rental Car Fuel
Long Distance	For Travel Agent (International Travel)	Subscriptions	Airfare	Rental Cars Only
Other Communication	For Travel Agent (Out of State Travel)	Tours	Baggage Fees	Shuttle Service
Individual Meals	Laundry	Other Meals	Bus	Taxi
Single Day Meal Per Diem	Membership Fees	Employee Group Meal	IT Supplies & Materials	Tolls
Lodging	Miscellaneous	Meals (Exception w/receipt)	Other Ground	VisaPass
Hotel				...Transportation
				Voice/Data Wireless

**GO TO:
- DETAILS, AVAILABLE ITINERARIES**

TOTAL AMOUNT: \$274.50
TOTAL REQUESTED: \$274.50

NEXT, CLICK ON THE ITINERARY AND THEN SELECT “UNASSIGN”

The screenshot displays the SAP Concur Expense Center interface. A modal window titled "Travel Allowances For Report: Orlando, FL 3/6-10/19" is open, showing a table of assigned itineraries. A blue arrow points from the "Unassign" button in the modal to the "Unassign" button in the background interface.

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Orlando, FL 3/6-10/19				
Kennesaw, Georgia	03/06/2019 09:00 AM	Orlando, Florida	03/06/2019 05:00 PM	ORANGE COUNTY, US-FL, US
Orlando, Florida	03/10/2019 10:00 AM	Orlando, Florida	03/10/2019 07:00 PM	ORANGE COUNTY, US-FL, US

Available Itineraries

No Available Itineraries Found

Background Interface: The main page shows "Orlando, FL 3/6-10/19" with a table of expenses. The "Unassign" button is highlighted with a blue arrow.

Summary: TOTAL AMOUNT \$274.50, TOTAL REQUESTED \$274.50

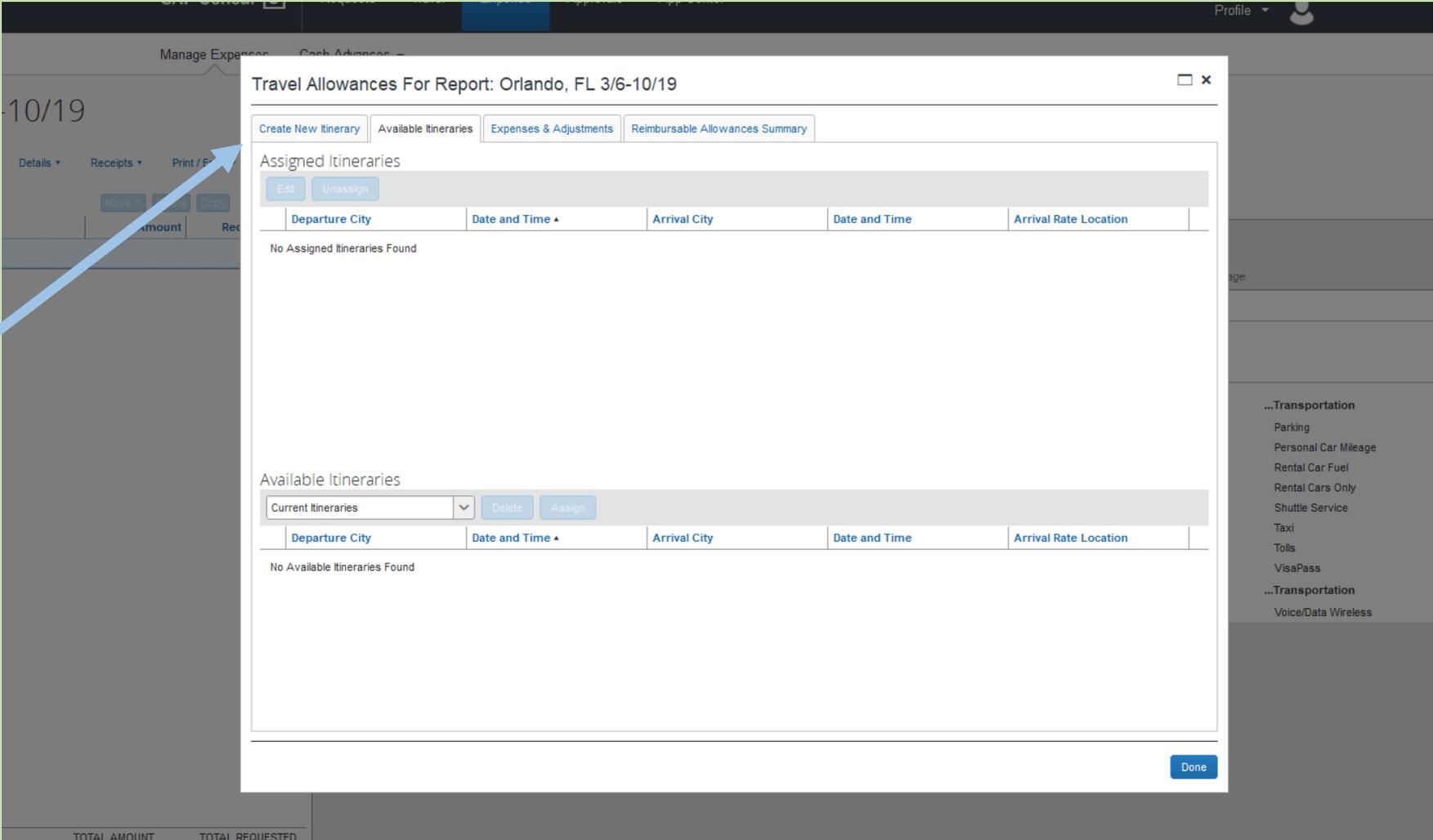
SELECT THE ITINERARY AGAIN, THEN CLICK “DELETE”

The screenshot displays the SAP Concur Expense Center interface. A modal window titled "Travel Allowances For Report: Orlando, FL 3/6-10/19" is open, showing the "Available Itineraries" tab. A blue arrow points to the "Delete" button in the "Available Itineraries" section. The "Assigned Itineraries" section is empty, displaying "No Assigned Itineraries Found". The "Available Itineraries" section shows a table with columns: Departure City, Date and Time, Arrival City, Date and Time, and Arrival Rate Location. The table contains two rows of itineraries.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Kennesaw, Georgia	03/06/2019 09:00 AM	Orlando, Florida	03/06/2019 05:00 PM	ORANGE COUNTY, US-FL, US
Orlando, Florida	03/10/2019 10:00 AM	Orlando, Florida	03/10/2019 07:00 PM	ORANGE COUNTY, US-FL, US

At the bottom of the modal, there is a "Done" button. The background interface shows a list of expenses for "Orlando, FL 3/6-10/19" with columns for Date, Expense Type, and Amount. The total amount and total requested are both \$274.50.

NOW THAT THE ITINERARY HAS BEEN DELETED, CLICK “CREATE NEW ITINERARY”



The screenshot shows a web application interface for managing travel allowances. A modal window titled "Travel Allowances For Report: Orlando, FL 3/6-10/19" is open, displaying two sections: "Assigned Itineraries" and "Available Itineraries". Both sections show empty tables with headers: "Departure City", "Date and Time", "Arrival City", "Date and Time", and "Arrival Rate Location". The "Assigned Itineraries" section includes "Edit" and "Unassign" buttons, while the "Available Itineraries" section includes "Delete" and "Assign" buttons. A blue arrow points to the "Create New Itinerary" button in the modal's top navigation bar. The background interface includes a sidebar with a "Transportation" menu and a bottom summary section with "TOTAL AMOUNT" and "TOTAL REQUESTED" labels.

Travel Allowances For Report: Orlando, FL 3/6-10/19

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

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

Available Itineraries

Current Itineraries Delete Assign

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

Done

10/19

Manage Expenses Cash Advances

Details Receipts Print/Export

Amount Rec

Profile

...Transportation

- Parking
- Personal Car Mileage
- Rental Car Fuel
- Rental Cars Only
- Shuttle Service
- Taxi
- Tolls
- VisaPass

...Transportation

- Voice/Data Wireless

TOTAL AMOUNT TOTAL REQUESTED

BEFORE YOU BEGIN PLUGGING IN YOUR “NEW ITINERARY STOP” INFORMATION, CHANGE THE “SELECTION” TO “OUT OF STATE/INTERNATIONAL 75%”

Travel Allowances For Report: Orlando, FL 3/6-10/19

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Orlando, FL 3/6-10/19 Selection: Out of State/International (75%)

Add Stop Delete Rows Report Itinerary

	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

Save

Go to Single Day Itineraries Next >> Done