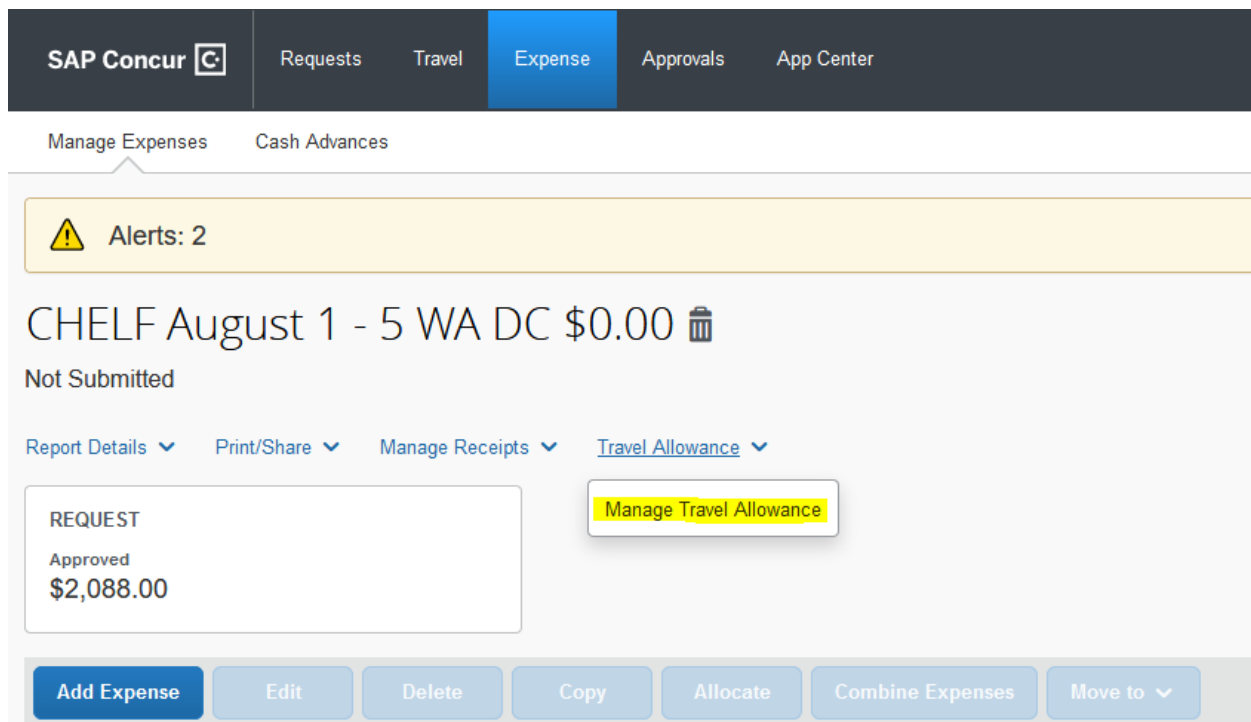


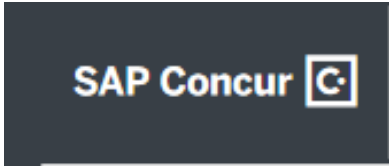
How to Add Meals Per Diem to an Expense Report

1. Log in to [Concur](#). You may need to log in through [MyWestern](#) with your universal ID first.
2. [Create an Expense Report](#) that will include meals per diem if you haven't already.
3. Meals Per Diem expenses are added differently than other trip expenses. To Add Meals Per Diem (called Travel Allowances in Concur) click on the **Travel Allowance** Drop Down Menu, then **Manage Travel Allowance**:



The screenshot shows the SAP Concur interface for managing an expense report. At the top, there is a navigation bar with tabs for 'Requests', 'Travel', 'Expense' (which is highlighted), 'Approvals', and 'App Center'. Below this, there are sub-tabs for 'Manage Expenses' and 'Cash Advances'. A yellow alert banner at the top indicates 'Alerts: 2'. The main content area displays the expense report title 'CHELF August 1 - 5 WA DC \$0.00' with a trash icon. Below the title, it says 'Not Submitted'. There are several dropdown menus: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. The 'Travel Allowance' dropdown is open, showing a 'Manage Travel Allowance' option. To the left of this dropdown, there is a box labeled 'REQUEST' with the text 'Approved \$2,088.00'. At the bottom of the interface, there is a row of action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'.

4. The Travel Allowance wizard opens on screen (2) Available Itineraries, which show itineraries that were imported electronically from the Travel Booking Tool or Triplink and can be Assigned here. Otherwise **select (1) Create New Itinerary**:



Travel Allowances For Report: CHELF August 1 - 5 WA DC

- 1 Create New Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection:

No Itinerary Rows Found

5. To Create New Itinerary: most trips require two Itinerary Stop Rows as shown below. Complete the first for the departure travel day/times and add another for the return travel times. Click Save after each Itinerary Stop Row:

Travel Allowances For Report: DEMO NACUBO Pittsburgh Oct 14-18

- 1 Edit Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection:

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Bellingham, Washington 10/14/2019 07:00 AM	Pittsburgh, Pennsylvania 10/14/2019 06:00 PM	ALLEGHENY COUNTY, US-P...
<input type="checkbox"/>	Pittsburgh, Pennsylvania 10/18/2019 05:00 PM	Bellingham, Washington 10/18/2019 11:00 PM	WHATCOM COUNTY, US-W...

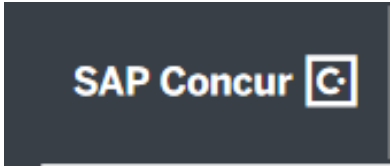
Edit Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:



6. **Click Next, then Next again** to skip through (2) Available Itineraries and access **(3) Expenses & Adjustments**.
7. **Check meal boxes to deduct meals** that were provided (such as lunches at a conference) OR if you were not traveling during the meal time. **On travel days you may claim breakfast if you're traveling during 8am, lunch 12pm, and dinner 6pm.** You'll see the Allowance amount for each day update on the far right:

Travel Allowances For Report: CHELF October 1 - 5 WA DC

x

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary						
Show dates from <input type="text"/> to <input type="text"/> <input type="button" value="Go"/>						
Exclude All <input type="checkbox"/>	Date/Location ▲	Deduct Brea...	Deduct Lunch	Deduct Dinner	Allowance	
<input type="checkbox"/>	10/01/2020 Washington DC, District of Co...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$34.00	
<input type="checkbox"/>	10/02/2020 Washington DC, District of Co...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$42.00	
<input type="checkbox"/>	10/03/2020 Washington DC, District of Co...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$42.00	
<input type="checkbox"/>	10/04/2020 Washington DC, District of Co...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$76.00	
<input type="checkbox"/>	10/05/2020 Washington DC, District of Co...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$19.00	

8. Click the blue Create Expenses button at the bottom right.
9. Add your other travel related expenses and receipts. Add comments as needed, selecting correct Payment Type- Reimbursable, or OneCard/PCard.
10. When ready, submit your Expense Report for approval.