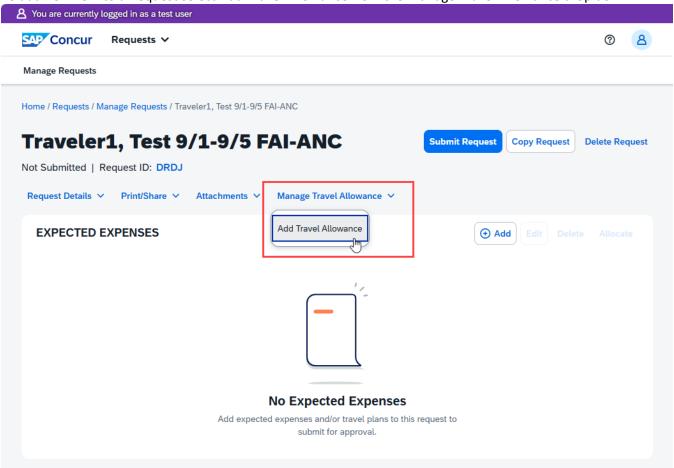


How to add Per Diem to a Request

To add Per Diem to a Request select Add Travel Allowance from the Manage Travel Allowance drop down:

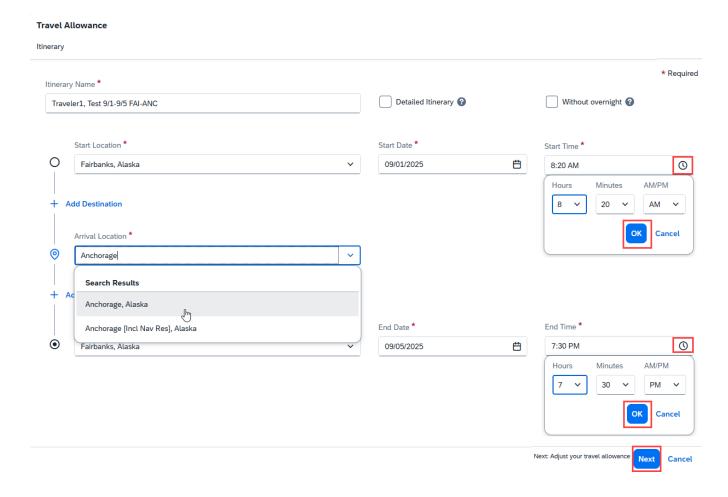




Per Diem is calculated based off the business time in travel status (when a traveler leaves and returns to their home or work location). The Travel Allowance itinerary establishes this time and where the traveler is lodging or the business location when an overnight is not necessary to populate the Per Diem for meals and incidental expenses on the Request.

*Tip: When creating a Travel Allowance Itinerary for a trip that includes one or more overnight flights, only list an additional destination if the traveler will stay overnight at that location en route to the final destination.

After entering date and times into the Travel Allowance Itinerary, click on the next box in the bottom right.





After clicking Finish this will populate the Per Diem for meals and incidental expenses on the Request.

Travel Allowance								
Adjustments								
Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.								
View: Adjustments ✓ Show Filters								
Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	150% Rule	Allowance Limit 🕜	Reimbursement Amount 🔞
All Days Dates: 5						✓		
Mon, 09/01/2025 Anchorage, UNITED STATES ②						✓	\$343.50	\$60.00
Tue, 09/02/2025 Anchorage, UNITED STATES (2)						✓	\$343.50	\$80.00
Wed, 09/03/2025 Anchorage, UNITED STATES ②						✓	\$343.50	\$80.00
Thu, 09/04/2025 Anchorage, UNITED STATES (2)						✓	\$343.50	\$80.00
Fri, 09/05/2025 Anchorage, UNITED STATES ②						✓	\$0.00	\$60.00
							Total: \$1,374.00	Total: \$360.00
B .								

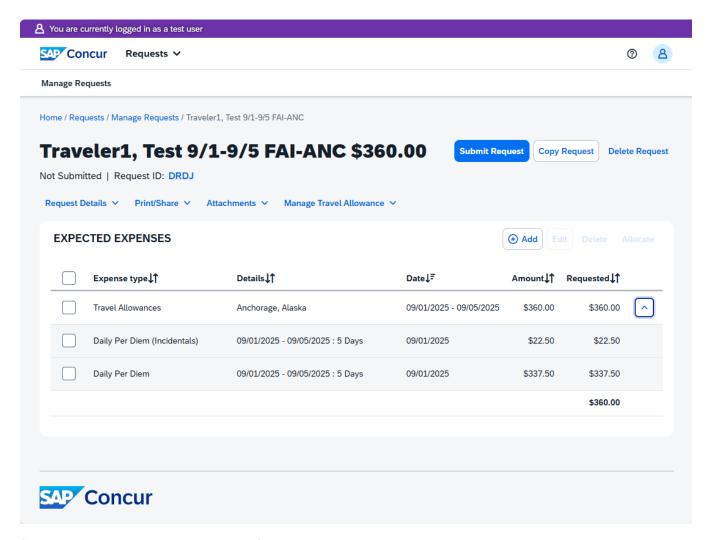
Note: checking the checkboxes under the Exclude Day and meal columns will deduct the meal(s) from the expected reimbursable amount.

The following language in Concur cannot be customized to align with the university policy.

"Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines."

Please note per UA guidelines, all provided meals should be adjusted from the travel allowance. The travel allowance must reflect the business dates. Personal days should not be included in the travel allowance as noted in the Concur language above.





*Tip: When creating an expense report from the approved Request the Travel Allowance Itinerary will carry over to the expense report. If needed, to edit the Travel Allowance Itinerary on the expense report select Travel Allowance > Edit Travel Allowance