



UNIVERSITY
of ALASKA

UA Travel

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:

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Concur Requests ▾



Manage Requests

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Traveler1, Test 9/1-9/5 FAI-ANC

[Submit Request](#)

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Not Submitted | Request ID: [DRDJ](#)

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#) ▾ [Manage Travel Allowance](#) ▾

EXPECTED EXPENSES

[Add Travel Allowance](#)

[+ Add](#)

[Edit](#)

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[Allocate](#)



No Expected Expenses

Add expected expenses and/or travel plans to this request to submit for approval.



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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.

Travel Allowance
Itinerary

Itinerary Name *
Traveler1, Test 9/1-9/5 FAI-ANC

☐ Detailed Itinerary ?

☐ Without overnight ?

Start Location *
Fairbanks, Alaska

+ Add Destination

Arrival Location *
Anchorage

Search Results

Anchorage, Alaska

Anchorage [Incl Nav Res], Alaska

Fairbanks, Alaska

Start Date *
09/01/2025

End Date *
09/05/2025

Start Time *
8:20 AM

End Time *
7:30 PM

Next: Adjust your travel allowance

Next

Cancel



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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Mon, 09/01/2025 Anchorage, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$343.50	\$60.00
Tue, 09/02/2025 Anchorage, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$343.50	\$80.00
Wed, 09/03/2025 Anchorage, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$343.50	\$80.00
Thu, 09/04/2025 Anchorage, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$343.50	\$80.00
Fri, 09/05/2025 Anchorage, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$60.00
							Total: \$1,374.00	Total: \$360.00

[Back](#)

[Finish](#)[Cancel](#)

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.



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SAP Concur Requests



Manage Requests

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Traveler1, Test 9/1-9/5 FAI-ANC \$360.00

Submit Request

Copy Request

Delete Request

Not Submitted | Request ID: DRDJ

Request Details Print/Share Attachments Manage Travel Allowance

EXPECTED EXPENSES

+ Add Edit Delete Allocate

<input type="checkbox"/>	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑	
<input type="checkbox"/>	Travel Allowances	Anchorage, Alaska	09/01/2025 - 09/05/2025	\$360.00	\$360.00	<input type="button" value="^"/>
<input type="checkbox"/>	Daily Per Diem (Incidentals)	09/01/2025 - 09/05/2025 : 5 Days	09/01/2025	\$22.50	\$22.50	
<input type="checkbox"/>	Daily Per Diem	09/01/2025 - 09/05/2025 : 5 Days	09/01/2025	\$337.50	\$337.50	
					\$360.00	

SAP Concur

*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