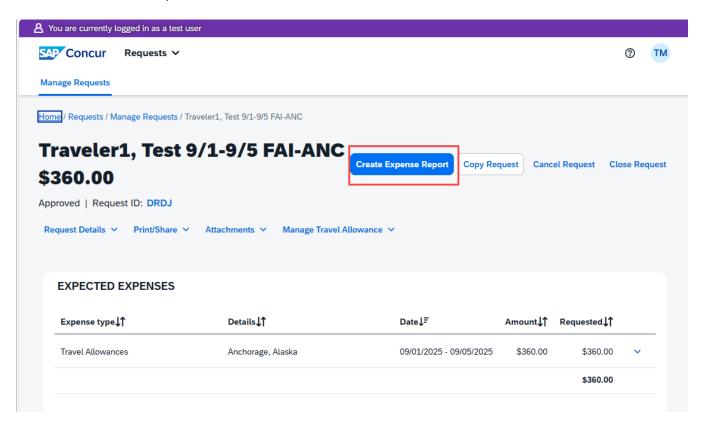
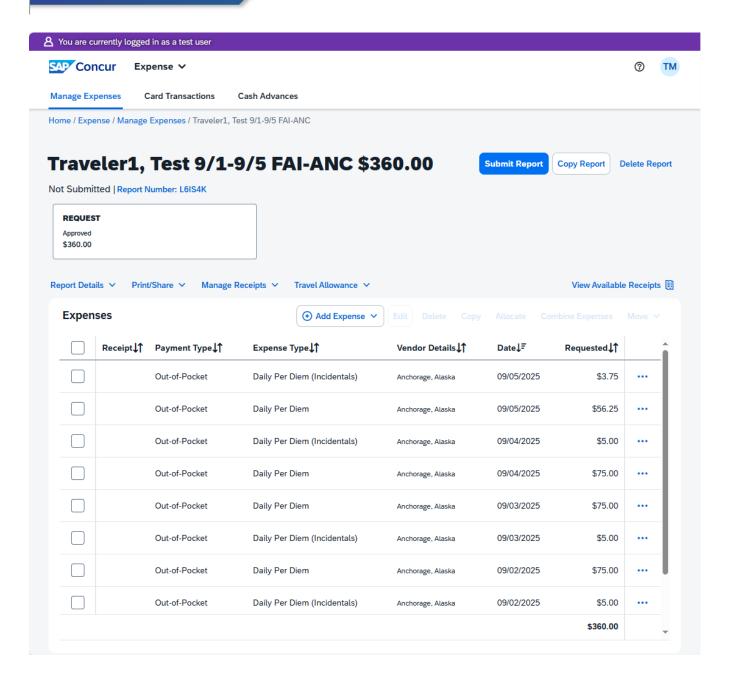


How to add Per Diem to an Expense Report

After creating an Expense Report from an approved Request, the Per Diem will populate from the Request Travel Allowance itinerary.





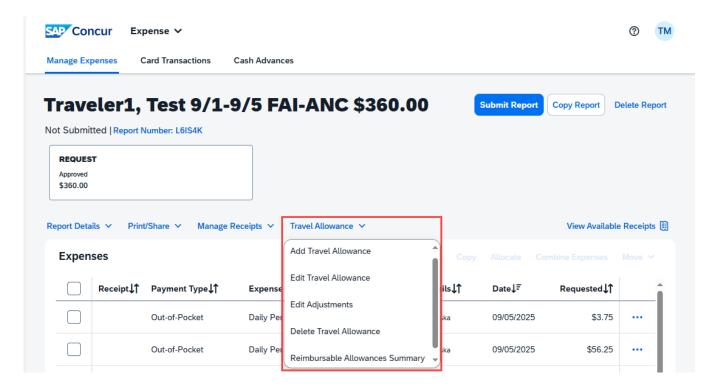




Per Diem is calculated based off the business time in travel status (when a traveler leaves and returns to their home or work location). The Travel Allowance itinerary establishes this time and where the traveler is lodging or the business location when an overnight is not necessary to populate the Per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

The Travel Allowance itinerary can be created or edited on the expense report to reflect any business changes to the trip.

*Tip: When creating / editing 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.



Add Travel Allowance – Use to create a new Travel Allowance itinerary.

Edit Travel Allowance – Use to edit the date and times of the business destinations.

Edit Adjustments – Use to deduct for provided meals.

Delete Travel Allowance – Use to delete a Travel Allowance itinerary added in error.

Reimbursable Allowances Summary – Use to display the reimbursable allowance summary for lodging expenses comparing the amount paid to the allowance limit from UA Regulation without a business justification (up to 150% of the Federal lodging rate). The business justification needs to be in the comment field for each night the lodging amount exceeds 150% of the Federal lodging rate.



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

Note: The change here is updating the return to be 9/04/25 from the populated 9/05/25 from the Request.

Travel Allowance Itinerary * Required Itinerary Name * Detailed Itinerary 🚱 Without overnight ? Traveler1, Test 9/1-9/4 FAI-ANC Start Location * Start Date * Start Time * 0 Fairbanks, Alaska 09/01/2025 $\stackrel{rad}{=}$ 8:20 AM 0 + Add Destination Arrival Location * Anchorage, Alaska + Add Destination End Location * End Date * End Time * \odot Fairbanks, Alaska 09/04/2025 \Box 7:30 PM 0 Next: Adjust your travel allowance



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

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								
All Days Dates: 4						✓		
Mon, 09/01/2025 Anchorage, UNITED STATES ?						~	\$343.50	\$60.00
Tue, 09/02/2025 Anchorage, UNITED STATES						~	\$343.50	\$80.00
Wed, 09/03/2025 Anchorage, UNITED STATES ?						✓	\$343.50	\$80.00
Thu, 09/04/2025 Anchorage, UNITED STATES						✓	\$0.00	\$60.00
							Total: \$1,030.50	Total: \$280.00

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.