



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.

You are currently logged in as a test user

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Traveler1, Test 9/1-9/5 FAI-ANC

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

\$360.00

Approved | Request ID: DRDJ

Request Details | Print/Share | Attachments | Manage Travel Allowance

Create Expense Report Copy Request Cancel Request Close Request

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Travel Allowances	Anchorage, Alaska	09/01/2025 - 09/05/2025	\$360.00	\$360.00
				\$360.00



You are currently logged in as a test user

SAP Concur Expense

TM

Manage Expenses Card Transactions Cash Advances

Home / Expense / Manage Expenses / Traveler1, Test 9/1-9/5 FAI-ANC

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

Submit Report

Copy Report

Delete Report

Not Submitted | Report Number: L6IS4K

REQUEST

Approved
\$360.00

Report Details Print/Share Manage Receipts Travel Allowance

View Available Receipts

Expenses

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem (Incidentals)	Anchorage, Alaska	09/05/2025	\$3.75	...
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem	Anchorage, Alaska	09/05/2025	\$56.25	...
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem (Incidentals)	Anchorage, Alaska	09/04/2025	\$5.00	...
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem	Anchorage, Alaska	09/04/2025	\$75.00	...
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem	Anchorage, Alaska	09/03/2025	\$75.00	...
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem (Incidentals)	Anchorage, Alaska	09/03/2025	\$5.00	...
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem	Anchorage, Alaska	09/02/2025	\$75.00	...
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem (Incidentals)	Anchorage, Alaska	09/02/2025	\$5.00	...
						\$360.00	



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.

The screenshot shows the SAP Concur Expense report interface. At the top, there's a navigation bar with 'SAP Concur Expense' and a dropdown menu. Below that, there are tabs for 'Manage Expenses', 'Card Transactions', and 'Cash Advances'. The main header displays 'Traveler1, Test 9/1-9/5 FAI-ANC \$360.00' along with 'Submit Report', 'Copy Report', and 'Delete Report' buttons. A status bar indicates 'Not Submitted | Report Number: L6IS4K'. A 'REQUEST' box shows 'Approved \$360.00'. Below this, there are navigation options: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance' (highlighted with a red box). The 'Travel Allowance' dropdown menu is open, showing options: 'Add Travel Allowance', 'Edit Travel Allowance', 'Edit Adjustments', 'Delete Travel Allowance', and 'Reimbursable Allowances Summary'. In the background, a table of expenses is visible with columns for 'Receipts', 'Payment Type', 'Expense', 'Date', and 'Requested'.

Receipts	Payment Type	Expense	Date	Requested
	Out-of-Pocket	Daily Per	09/05/2025	\$3.75
	Out-of-Pocket	Daily Per	09/05/2025	\$56.25

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 *

Traveler1, Test 9/1-9/4 FAI-ANC

Detailed Itinerary ?

Without overnight ?

Start Location *

Fairbanks, Alaska

Start Date *

09/01/2025

Start Time *

8:20 AM

+ Add Destination

Arrival Location *

Anchorage, Alaska

+ Add Destination

End Location *

Fairbanks, Alaska

End Date *

09/04/2025

End Time *

7:30 PM

Next: Adjust your travel allowance

Next

Cancel



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UA Travel

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

Travel Allowance

Adjustments

Here you can declare any provided meals to reduce your daily allowance.

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	150% Rule	Allowance Limit ⓘ	Reimbursement Amount ⓘ
All Days Dates: 4	<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"/>	\$0.00	\$60.00
Total:							\$1,030.50	\$280.00

[Back](#)

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

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

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.