



UNIVERSITY
of ALASKA

UA Travel

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



<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	...
Total							\$360.00



UNIVERSITY
of ALASKA

UA Travel

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.

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

Not Submitted | Report Number: L6IS4K

REQUEST
Approved
\$360.00

Report Details ▾ Print/Share ▾ Manage Receipts ▾ **Travel Allowance ▾** View Available Receipts 📅

Expenses

<input type="checkbox"/>	Receipt↑↓	Payment Type↑↓	Expense	Date↑↓	Requested↑↓	
<input type="checkbox"/>		Out-of-Pocket	Daily Per	09/05/2025	\$3.75	...
<input type="checkbox"/>		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.



UNIVERSITY
of ALASKA

UA Travel

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



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 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: 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	Total: \$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.

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.