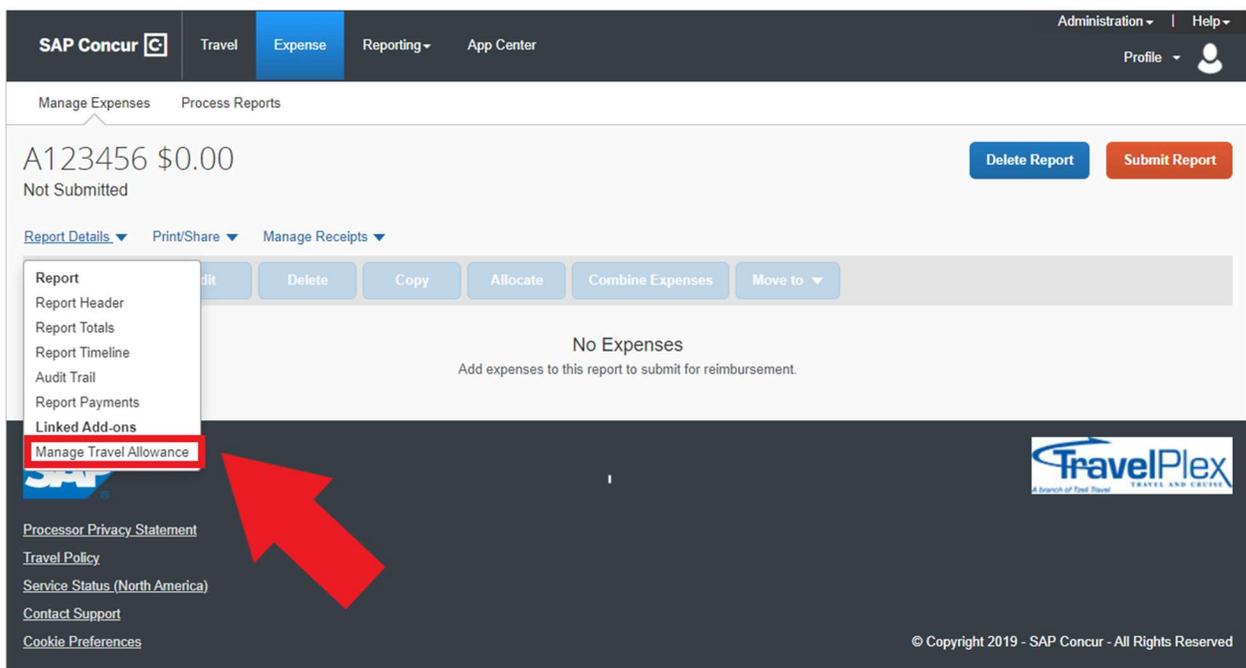


Creating an Expense Report with Fixed Travel Allowances

When you create your expense report, you can select if you want to claim a travel allowance. Travel allowances can apply to meal or lodging expenses. With fixed travel allowances, you can be reimbursed 75% of the fixed rate, no matter how much you spent.

1. Open the itinerary creation by selecting **Report Details** then click **Manage Travel Allowance**.



The screenshot displays the SAP Concur Expense Reporting interface. The top navigation bar includes 'SAP Concur', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main content area shows a report for ID 'A123456' with a total of '\$0.00' and a status of 'Not Submitted'. A dropdown menu is open under 'Report Details', with 'Manage Travel Allowance' highlighted in red and a red arrow pointing to it. Other options in the menu include Report, Report Header, Report Totals, Report Timeline, Audit Trail, Report Payments, and Linked Add-ons. The main content area displays 'No Expenses' and a message to 'Add expenses to this report to submit for reimbursement.' The footer contains links for Processor Privacy Statement, Travel Policy, Service Status (North America), Contact Support, and Cookie Preferences, along with the TravelPlex logo and copyright information.

2. Next click **Create New Itinerary**.

3. On the itinerary info page, you will see a drop-down menu named **Selection**. Here you will choose one of two options. For fixed meals, selected **USGSA NO Meal Receipt**.

Travel Allowances For Report: A123456 □ ×

1 Create New Itinerary 2 Available Itineraries

Itinerary Info

Itinerary Name: A123456

Selection: **USGSA NO Meal Receipt**

Buttons: Add Stop, Delete Rows, Import Itinerary

| Departure City | Arrival City | Arrival Rate Location |
|-------------------------|--------------|-----------------------|
| No Itinerary Rows Found | | |

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

4. Specify the locations, dates, and times of you travel for the first segment of your trip, and then click **Save**.

Travel Allowances For Report: Trip to Seattle □ ×

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip to Seattle Selection: USGSA

Buttons: Add Stop, Delete Rows, Import Itinerary

| Departure City | Arrival City | Arrival Rate Location |
|-------------------------|--------------|-----------------------|
| No Itinerary Rows Found | | |

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

Click Save. 

This information determines which per diem rates apply to your expense report. You must complete an itinerary entry for each segment of your trip with an overnight stay.

5. After you have entered all your trip segments, click **Next**.

Travel Allowances For Report: Trip to Seattle

[Edit Itinerary](#) [Available Itineraries](#) [Expenses & Adjustments](#)

Itinerary Info

Itinerary Name: Selection:

[Add This](#) [Cancel This](#) [Reorder Itinerary](#)

| <input type="checkbox"/> | Departure City & Time | Arrival City & Time | Arrival Rate Location |
|--------------------------|---|---|------------------------|
| <input type="checkbox"/> | Chicago, Illinois 8/24/2018 6:00 AM | Seattle, Washington 8/28/2018 11:00 AM | King County, US WA, US |
| <input type="checkbox"/> | Seattle, Washington 8/28/2018 11:00 PM | Chicago, Illinois 8/28/2018 10:00 PM | Cook County, US IL, US |

New Itinerary Stop:

Departure City:

Date: Time:

Arrival City:

Date: Time:

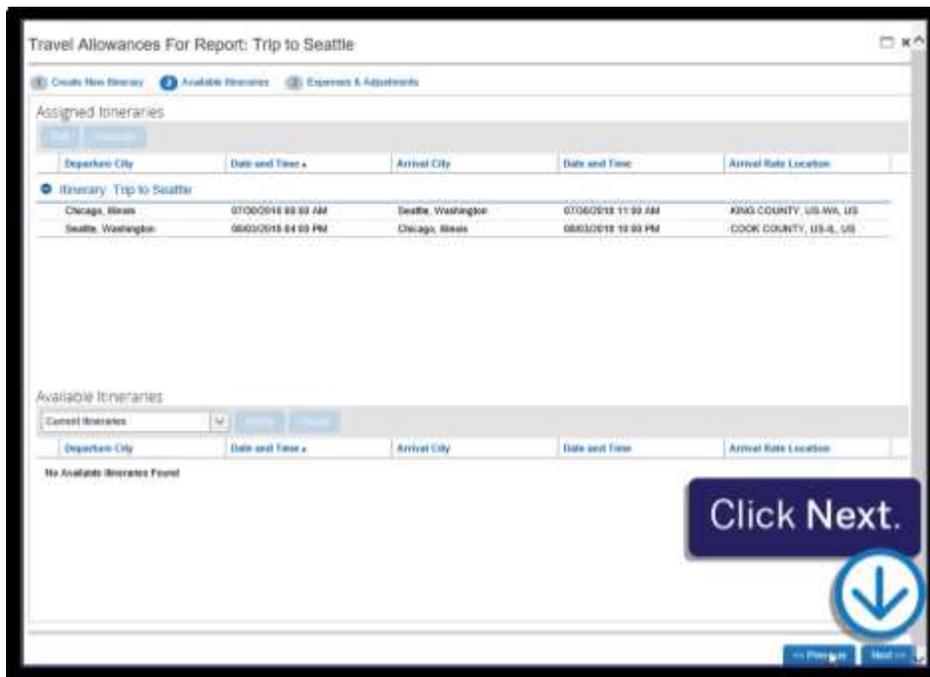
Click Next.



[Next](#) [Cancel](#)

You have created a travel allowance itinerary. Next you will view your travel allowances for this trip.

6. Click **Next**.



You will see a list of allowances for your trip based on your travel itinerary and your company's policy. Because these are fixed travel allowances, you will receive a fixed reimbursement amount, no matter how much you spent. For each day, you should check off the meals that are provided for you. This will reduce your allowance for that day.

5. Click **Create Expenses** to apply these fixed travel allowances to the expense report.

Travel Allowances For Report: Trip to Seattle

1 Create New Sources 2 Available Allowances 3 Expenses & Adjustments

Show dates from [] to [] [Go]

| Exclude (AR) <input type="checkbox"/> | Date/Location | Breakfast Provided | Lunch Provided | Dinner Provided | Extended Trip | Allowance |
|---------------------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------|
| <input type="checkbox"/> | 07/01/2018 Seattle, Washington | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$55.00 |
| <input type="checkbox"/> | 07/02/2018 Seattle, Washington | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$55.00 |
| <input type="checkbox"/> | 08/01/2018 Seattle, Washington | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$55.00 |
| <input type="checkbox"/> | 08/02/2018 Seattle, Washington | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$55.00 |
| <input type="checkbox"/> | 08/03/2018 Seattle, Washington | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$55.00 |

Click Create Expenses.

Previous Create Expenses

Notice the expense entries for your fixed allowances. You can add additional expenses to the report, and then submit the report as you normally would.

The screenshot shows the SAP Concur Expense report interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense' (highlighted), 'Invoice', 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, there are two tabs: 'Manage Expenses' and 'View Transactions'. The main header displays 'Trip to Seattle \$279.00' and 'Not Submitted'. There are two buttons: 'More Actions' and 'Submit Report'. Below the header, there are three dropdown menus: 'Report Details', 'Print/Share', and 'Manage Receipts'. A toolbar contains buttons for 'Add', 'Edit', 'Delete', 'Copy', 'Duplicate', 'Custom Columns', and 'View As'. The main table has columns: 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. The 'Expense Type' column is highlighted in yellow. The table contains six rows of expense entries, each with a checkbox, a plus sign icon, 'Out of Pocket' payment type, 'Fixed Meals' expense type, 'Seattle, Washington' vendor details, and a date from 07/30/2018 to 08/03/2018, each with a requested amount of \$56.00. A total of \$279.00 is shown at the bottom right of the table.

| Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested | |
|--------------------------|--------------|---------------|----------------|---------------------|------------|---------|
| <input type="checkbox"/> | + | Out of Pocket | Fixed Meals | Seattle, Washington | 07/30/2018 | \$56.00 |
| <input type="checkbox"/> | + | Out of Pocket | Fixed Meals | Seattle, Washington | 07/31/2018 | \$56.00 |
| <input type="checkbox"/> | + | Out of Pocket | Fixed Meals | Seattle, Washington | 08/01/2018 | \$56.00 |
| <input type="checkbox"/> | + | Out of Pocket | Fixed Meals | Seattle, Washington | 08/02/2018 | \$56.00 |
| <input type="checkbox"/> | + | Out of Pocket | Fixed Meals | Seattle, Washington | 08/03/2018 | \$56.00 |
| | | | | | \$279.00 | |