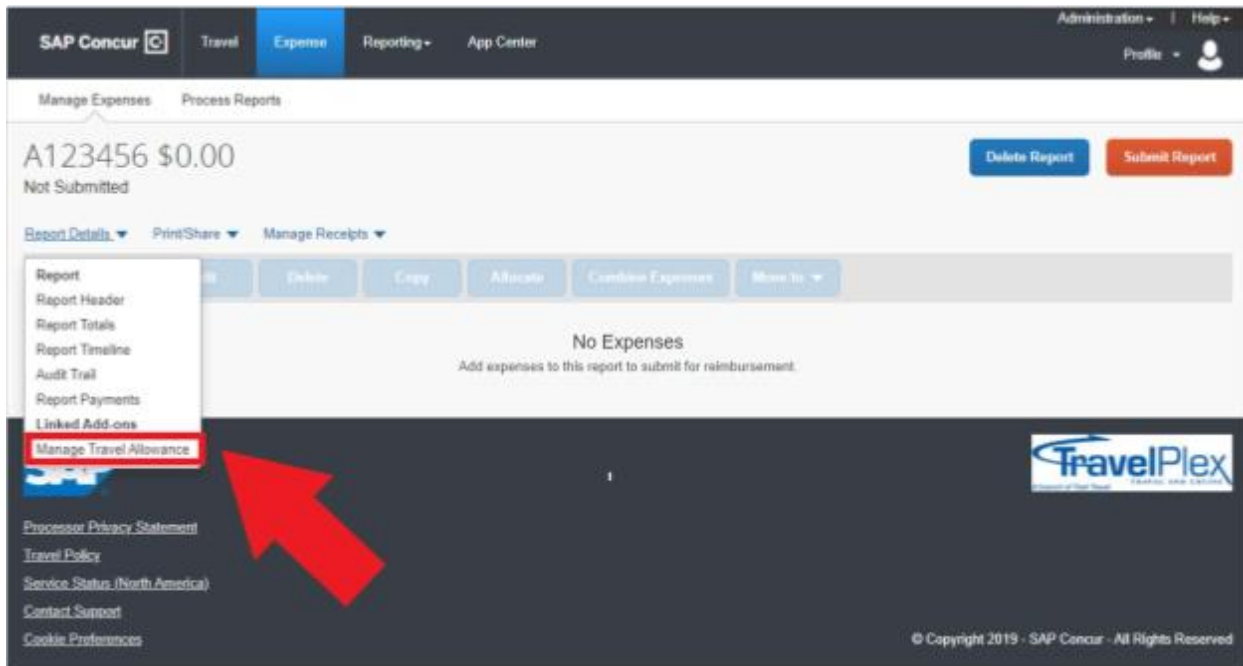


Creating an Expense Report with Reimbursable Travel Allowances

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.

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



The screenshot displays the SAP Concur Expense Report interface. The top navigation bar includes 'SAP Concur', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main header shows 'A123456 \$0.00' and 'Not Submitted'. Below this, there are buttons for 'Delete Report' and 'Submit Report'. The 'Report Details' dropdown menu is open, showing options: 'Report', 'Report Header', 'Report Totals', 'Report Timeline', 'Audit Trail', 'Report Payments', 'Linked Add-ons', and 'Manage Travel Allowance'. The 'Manage Travel Allowance' option is highlighted with a red box and a red arrow. The main content area displays 'No Expenses' and a message: 'Add expenses to this report to submit for reimbursement.' The footer includes the 'TravelPlex' logo and copyright information: '© Copyright 2019 - SAP Concur - All Rights Reserved'.

3. On the itinerary info page, you will see a drop-down menu named **Selection**. Here you will choose one of two options. Select **USGSA Meal Receipt**.

Travel Allowances For Report: A123456

1 Create New Itinerary 2 Available Itineraries

Itinerary Info

Itinerary Name: A123456

Selection: USGSA Meal Receipt

Add Step Update Itinerary 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 your 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

Add Step Update Itinerary Import Itinerary

Departure City: Arrival City: Arrival Rate Location:

No Itinerary Rows Found

New Itinerary Stop

Departure City: Chicago, Illinois

Date: 07/06/2010 Time: 8:00 AM

Arrival City: Seattle, Washington

Date: 07/06/2010 Time: 11:00 AM

Click Save. → Save

Next >> Cancel

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

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip to Seattle Selection: USGSA

Add Stop Delete Rows Import Itinerary

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Chicago, Illinois 07/08/2018 00:00 AM	Seattle, Washington 07/08/2018 11:00 AM	KING COUNTY, US-WA, US
<input type="checkbox"/>	Seattle, Washington 08/03/2018 04:00 PM	Chicago, Illinois 08/03/2018 10:00 PM	COOK COUNTY, US-IL, US

New Itinerary Stop

Departure City: Chicago, Illinois

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**.

Travel Allowances For Report: Trip to Seattle

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip to Seattle				
Chicago, Illinois	07/06/2018 08:00 AM	Seattle, Washington	07/30/2018 11:00 AM	KING COUNTY, US-WA, US
Seattle, Washington	08/03/2018 04:00 PM	Chicago, Illinois	08/03/2018 10:00 PM	COOK COUNTY, US-IL, US

Available Itineraries

Current Itineraries Edit Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

Click Next.

Click Previous Next

You will see a list of allowances for your trip based on your travel itinerary.

7. Click **Create Expenses**.


Travel Allowances For Report: Trip to Seattle

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude (All) <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Extended Trip	Allowance
<input type="checkbox"/>	07/30/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$95.50
<input type="checkbox"/>	07/31/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	08/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	08/02/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	08/03/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

Click Create Expenses.



8. To view your reimbursable travel allowance limits, click the **Report Details** drop-down menu, and then click **Manage Travel Allowance**.

The screenshot shows a web interface for managing expenses. At the top, there are tabs for 'Manage Expenses' and 'View Transactions'. A notification bar at the top states: 'There are cash advances available to add to this report, view'. Below this, the report title is 'Trip to Seattle \$999.52' with a status of 'Not Submitted'. There are buttons for 'More Actions' and 'Submit Report'. The 'Report Details' dropdown menu is open, showing options: Report, Report Header, Report Totals, Report Timeline, Audit Trail, Allocation Summary, Report Payments, Linked Add-ons, Manage Cash Advances, and Manage Travel Allowance. A blue arrow points to 'Manage Travel Allowance'. A large blue callout box with a left-pointing arrow contains the text 'Click Manage Travel Allowance.' The background shows a table with columns: Expense Type, Vendor Details, Date, and Requested. The table lists expenses for a 'Hotel' and 'Fixed Meals'.

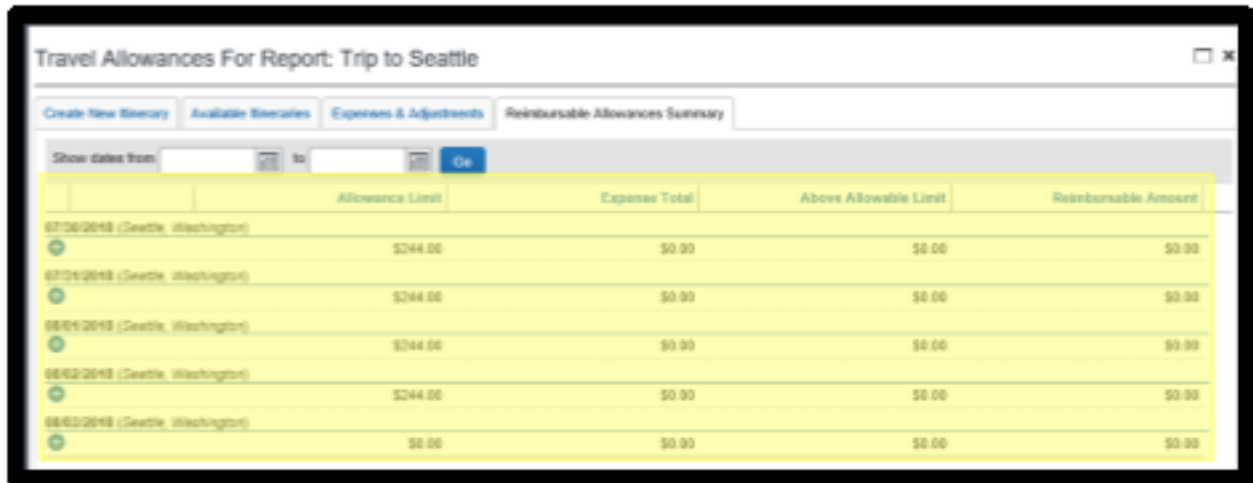
Expense Type	Vendor Details	Date	Requested
Hotel	Courtyards Seattle, Washington	02/23/2018	\$720.52
Fixed Meals	Seattle, Washington	07/30/2018	\$55.50
Fixed Meals	Seattle, Washington	08/02/2018	\$56.00
Fixed Meals	Seattle, Washington	08/03/2018	\$55.50

9. Click the **Reimbursable Allowances Summary** tab.

The screenshot shows a web interface for 'Travel Allowances For Report: Trip to Seattle'. At the top, there are tabs: 'Create New Itinerary', 'Available Itineraries', 'Expenses & Adjustments', and 'Reimbursable Allowances Summary'. The 'Reimbursable Allowances Summary' tab is selected. Below the tabs, there is a section for 'Assigned Itineraries' with buttons for 'Edit' and 'Download'. A table lists itineraries with columns: Departure City, Date and Time, Arrival Date, and Arrival Rate Location. The first itinerary is 'Itinerary: Trip to Seattle' with departure cities 'Chicago, Illinois' and 'Seattle, Washington'. A blue arrow points to the 'Reimbursable Allowances Summary' tab. A large blue callout box with an upward-pointing arrow contains the text 'Click the Reimbursable Allowances Summary tab.'

Departure City	Date and Time	Arrival Date	Arrival Rate Location
Chicago, Illinois			KING COUNTY, US-WA, US
Seattle, Washington			COOK COUNTY, US-IL, US

The **Reimbursable Allowances Summary** displays your travel allowance limits for the city and dates that you specified in your travel itinerary. When you submit your report, Expense verifies that the expenses are within the date range of the itinerary.



Travel Allowances For Report: Trip to Seattle

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from: [] to: [] Go

	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
07/08/2018 (Seattle, Washington)	\$244.00	\$0.00	\$0.00	\$0.00
07/09/2018 (Seattle, Washington)	\$244.00	\$0.00	\$0.00	\$0.00
08/01/2018 (Seattle, Washington)	\$244.00	\$0.00	\$0.00	\$0.00
08/02/2018 (Seattle, Washington)	\$244.00	\$0.00	\$0.00	\$0.00
08/03/2018 (Seattle, Washington)	\$0.00	\$0.00	\$0.00	\$0.00