Welcome to our training on adding travel allowances to a Concur travel request or expense report.
When you come to the screen that provides the option Manage Travel Allowance, click on the dropdown menu and select Add Travel Allowance.
The travel allowance itinerary screen will populate.
All fields marked with a red asterisk are required.
Fill them in with the itinerary details applicable to your travel.
If your travel includes multiple destinations—with destinations in between the start location and end location—click on the Add Destination option to generate additional destination fields.
To include both an arrival date/time and a departure date/time for your destinations, click the Detailed Itinerary box near the top of the screen.
A details box will generate. Fill in all required fields (marked with the red asterisk).
If your travel does not include an overnight stay, check the Without Overnight box.
When all applicable and required fields on this screen are complete, click on the Next button at the bottom right of the screen.
The next screen that opens allows you to adjust the travel allowance by identifying meals, lodging, and dates of travel that should not be included in the allowance amount.

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>Exclude Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Lodging</th>
<th>Allowance Limit</th>
<th>Reimbursement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun, 10/23/2023</td>
<td>Multiple Locations</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$391.50</td>
<td>$91.50</td>
</tr>
<tr>
<td>Mon, 10/24/2023</td>
<td>Multiple Locations</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$310.50</td>
<td>$123.00</td>
</tr>
<tr>
<td>Tue, 10/25/2023</td>
<td>London, United Kingdom</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$310.50</td>
<td>$123.00</td>
</tr>
<tr>
<td>Thu, 10/26/2023</td>
<td>London, United Kingdom</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$310.50</td>
<td>$123.00</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$1,344.00</td>
<td>$437.50</td>
</tr>
</tbody>
</table>

Total: $1,344.00  Total: $437.50
Each day of your travel is listed at the left of the screen.
For each day, check the boxes for any meals that are provided to you for free.
Concur is set to calculate meal allowances at the state-designated rates for breakfast, lunch, and dinner. The reimbursement amount at the right of the screen for each day will automatically adjust based on the boxes you select.
Similarly, if there are any dates of travel that include free lodging, check the lodging box for the applicable dates.
Also, if your travel includes any personal days of travel, for those dates of the trip, mark the Exclude Day box.
Once all details on this screen are complete, the total reimbursement amount due to you will show near the bottom right of the screen.
Click the Finish button at the bottom right of the screen to save your travel allowance.
Your travel allowance has now been added to the request or report. If at any point you need to edit it, return to the Manage Travel Allowance screen and click on the dropdown menu.
The first option, Edit Travel Allowance, takes you to the itinerary screen to edit destinations, dates, and times of travel.
The second option, Edit Adjustments, takes you directly to the adjustments screen to edit meals, lodging, and personal days.