

Travel Requests & Expense Reports: **Adding Travel Allowances**

Welcome to our training on adding travel allowances to a Concur travel request or expense report.

Manage Requests

September Conference

Not Submitted | Request ID: 336K

Request Details ▾

Print/Share ▾

Attachments ▾

Manage Travel Allowance ▾

EXPECTED EXPENSES

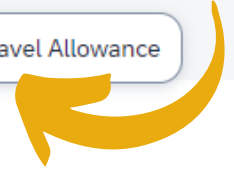
Add Travel Allowance

Add


Edit

Delete

Allocate



When you come to the screen that provides the option Manage Travel Allowance, click on the dropdown menu and select Add Travel Allowance.

SAP Concur  Requests

Travel Allowance

Itinerary

Itinerary Name * Detailed Itinerary Without overnight * Required

Start Location * Start Date * Start Time *

+ Add Destination

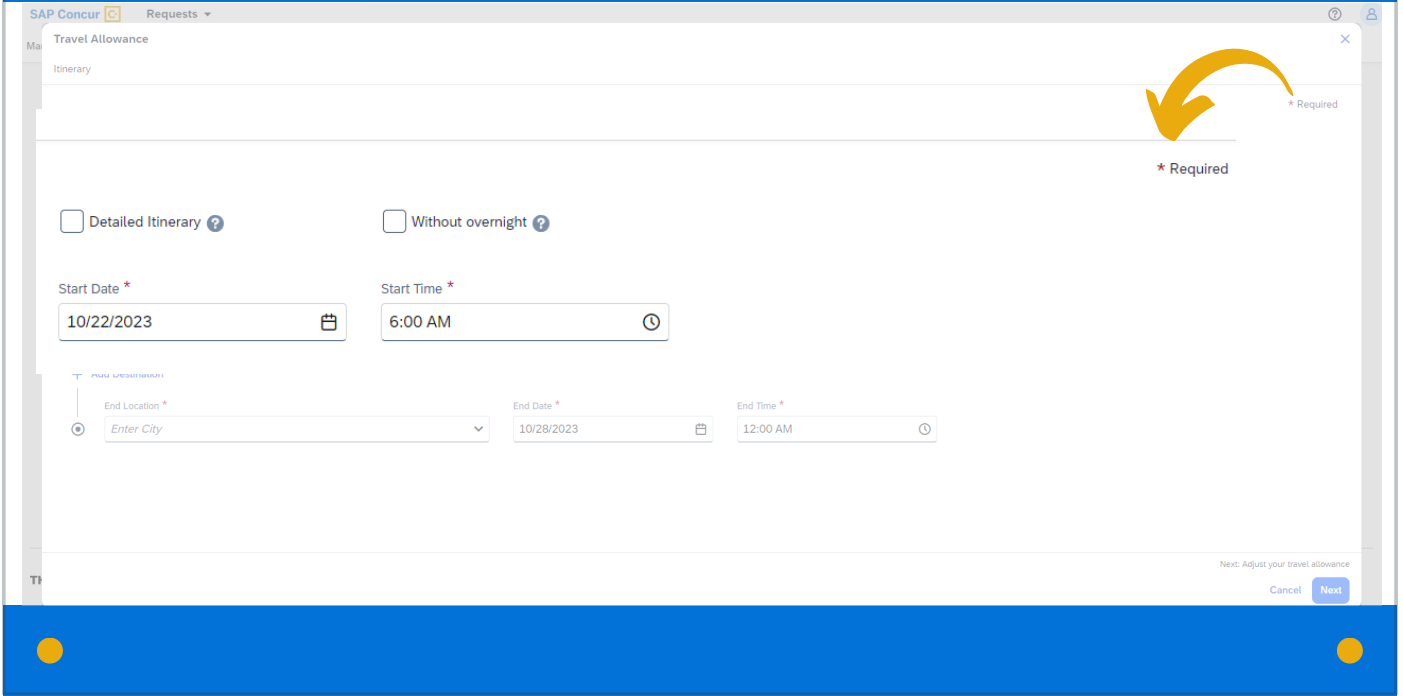
Arrival Location *

+ Add Destination

End Location * End Date * End Time *

Next: Adjust your travel allowance
[Cancel](#) [Next](#)

The travel allowance itinerary screen will populate.




The screenshot shows the SAP Concur 'Travel Allowance' form. At the top right, a yellow arrow points from the text '* Required' to a red asterisk on the 'End Date' field. The form includes the following fields and options:

- Detailed Itinerary ?
- Without overnight ?
- Start Date * : 10/22/2023
- Start Time * : 6:00 AM
- End Location * : Enter City
- End Date * : 10/28/2023
- End Time * : 12:00 AM

At the bottom right, there is a 'Next: Adjust your travel allowance' link, a 'Cancel' button, and a 'Next' button.

All fields marked with a red asterisk are required.

SAP Concur  Requests ⌵

Travel Allowance ✕

Itinerary

Itinerary Name * Detailed Itinerary ? Without overnight ? * Required

Start Location * ⌵ Start Date * 📅 Start Time * 🕒

+ Add Destination

Arrival Location * ⌵

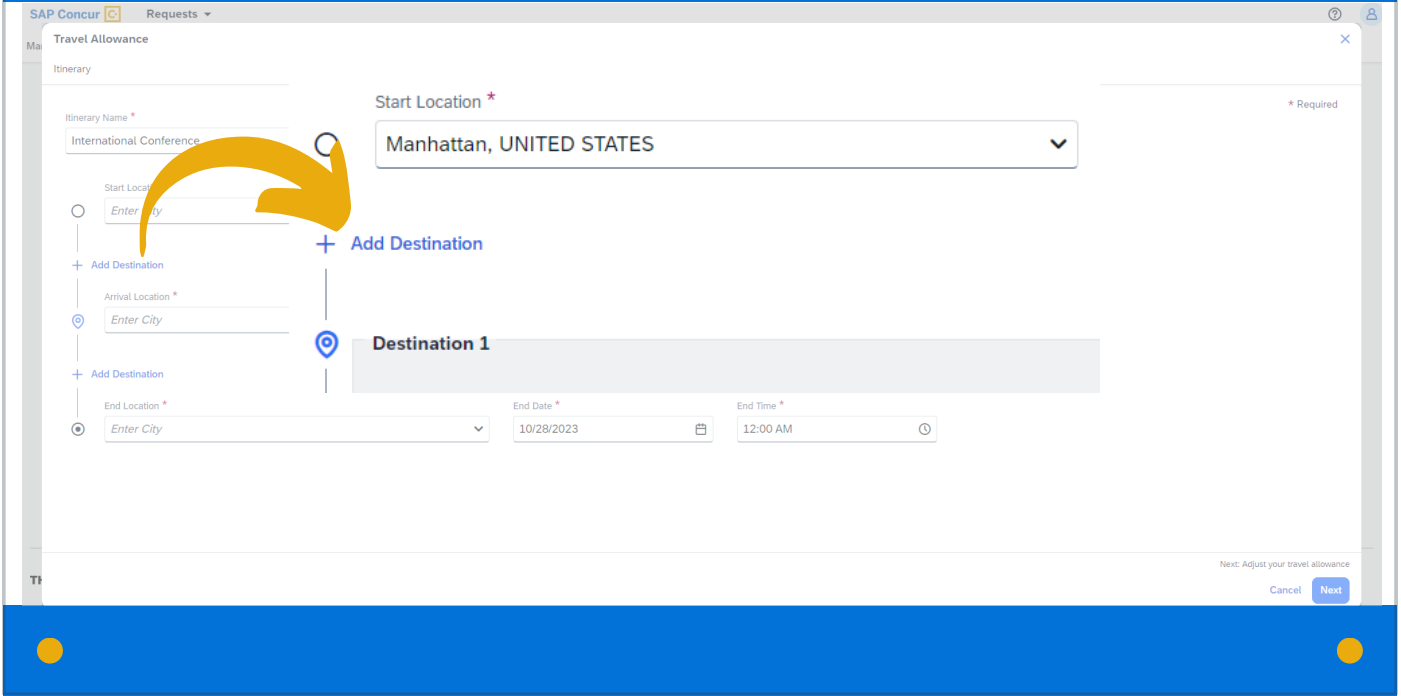
+ Add Destination

End Location * ⌵ End Date * 📅 End Time * 🕒

Next: Adjust your travel allowance

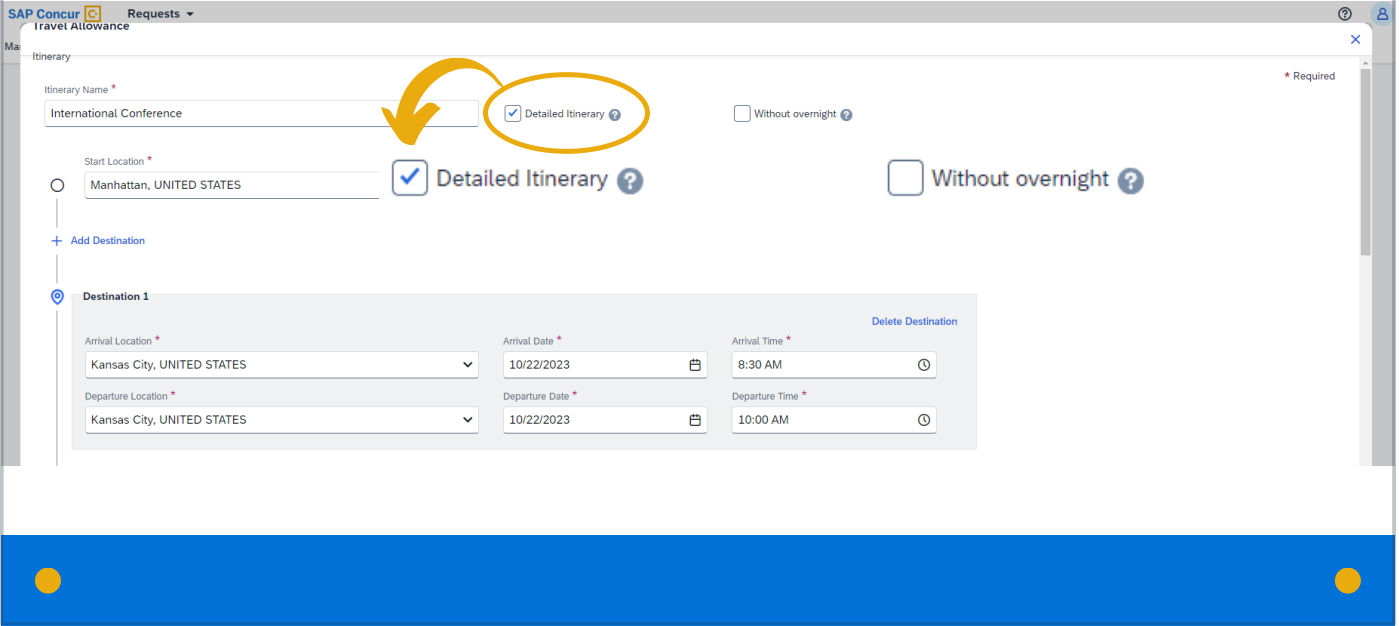
Cancel Next

Fill them in with the itinerary details applicable to your travel.



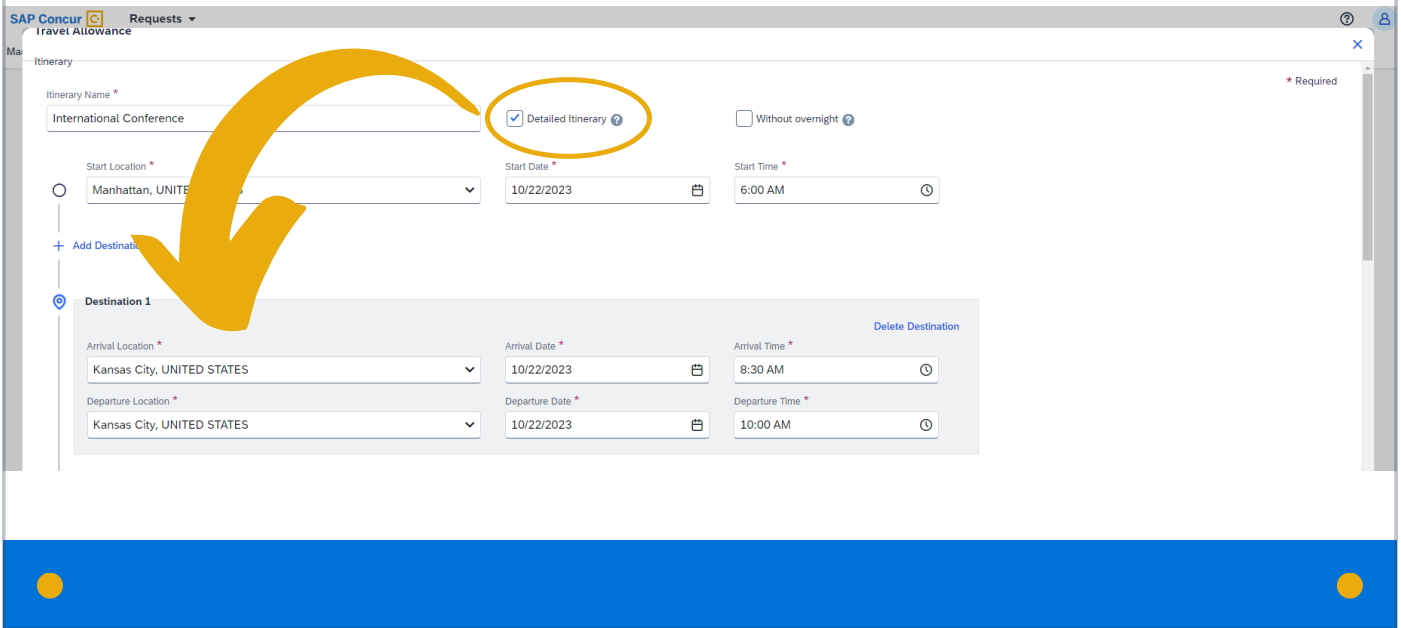
The screenshot displays the SAP Concur 'Travel Allowance' form. The 'Itinerary' section is active, showing a 'Start Location' dropdown menu with 'Manhattan, UNITED STATES' selected. Below this, there are fields for 'Start Location', 'Arrival Location', and 'End Location', each with a placeholder 'Enter City'. A yellow arrow points to the '+ Add Destination' button, which is located between the 'Start Location' and 'Arrival Location' fields. Below the 'Add Destination' button, there is a section labeled 'Destination 1' with a grey background. At the bottom of the form, there are fields for 'End Date' (10/28/2023) and 'End Time' (12:00 AM). The bottom right corner of the form has a 'Next' button and a 'Cancel' button. The text 'Next: Adjust your travel allowance' is visible above the 'Next' button.

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.



The screenshot shows the SAP Concur 'Travel Allowance' form. The 'Itinerary Name' field is set to 'International Conference'. The 'Start Location' is 'Manhattan, UNITED STATES'. A yellow arrow points to the 'Detailed Itinerary' checkbox, which is checked and circled in yellow. Below this, 'Destination 1' is listed with 'Arrival Location' and 'Departure Location' both set to 'Kansas City, UNITED STATES'. The 'Arrival Date' is '10/22/2023' and the 'Arrival Time' is '8:30 AM'. The 'Departure Date' is '10/22/2023' and the 'Departure Time' is '10:00 AM'. There are also 'Without overnight' checkboxes for both the start location and the destination, which are currently unchecked.

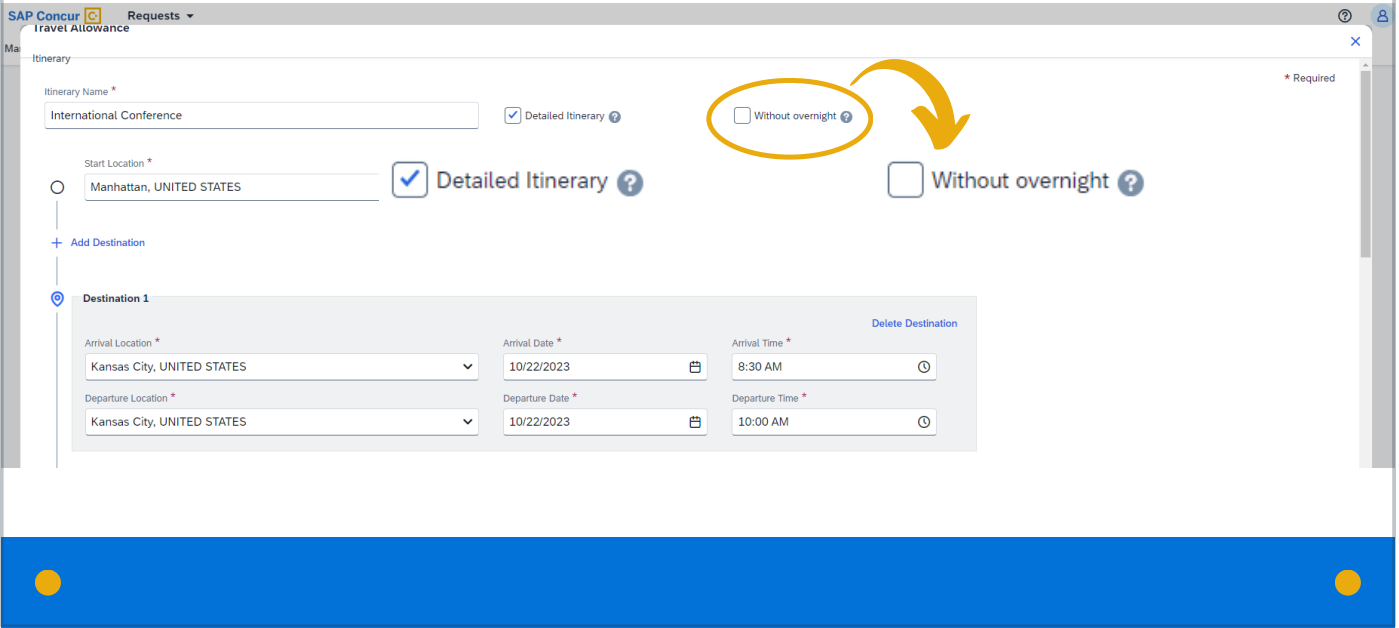
To include both an arrival date/time and a departure date/time for your destinations, click the Detailed Itinerary box near the top of the screen.



The screenshot shows the SAP Concur 'Travel Allowance' form. A yellow arrow points from the 'Detailed Itinerary' checkbox to the 'Destination 1' section. A yellow circle highlights the 'Detailed Itinerary' checkbox. The form includes the following fields:

- Itinerary Name ***: International Conference
- Start Location ***: Manhattan, UNITED STATES
- Start Date ***: 10/22/2023
- Start Time ***: 6:00 AM
- Without overnight**:
- Destination 1**
 - Arrival Location ***: Kansas City, UNITED STATES
 - Arrival Date ***: 10/22/2023
 - Arrival Time ***: 8:30 AM
 - Departure Location ***: Kansas City, UNITED STATES
 - Departure Date ***: 10/22/2023
 - Departure Time ***: 10:00 AM


A details box will generate. Fill in all required fields (marked with the red asterisk).



The screenshot shows the SAP Concur Travel Allowance form. The form includes the following fields and options:

- Itinerary Name ***: International Conference
- Detailed Itinerary**: (with a help icon)
- Without overnight**: (with a help icon). This checkbox is circled in yellow, and a yellow arrow points from it to another 'Without overnight' checkbox below.
- Start Location ***: Manhattan, UNITED STATES
- Detailed Itinerary**: (with a help icon)
- Without overnight**: (with a help icon)
- + Add Destination**
- Destination 1**
 - Arrival Location ***: Kansas City, UNITED STATES
 - Arrival Date ***: 10/22/2023
 - Arrival Time ***: 8:30 AM
 - Departure Location ***: Kansas City, UNITED STATES
 - Departure Date ***: 10/22/2023
 - Departure Time ***: 10:00 AM
 - Delete Destination** (link)

If your travel does not include an overnight stay, check the Without Overnight box.

SAP Concur  Requests ▾
Travel Allowance

Itinerary

Itinerary Name *
International Conference Detailed Itinerary Without overnight

Start Location *
Manhattan, UNITED STATES

Start Date *
10/22/2023

Start Time *
6:00 AM

+ Add Destination

Destination 1

Arrival Location *
Kansas City, UNITED STATES

Arrival Date *
10/22/2023

Arrival Time *
8:30 AM

+ Add Destination

Destination 2

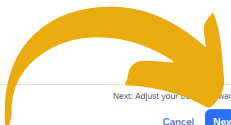
Arrival Location *
Edinburgh, UNITED KINGDOM

Arrival Date *
10/22/2023


Arrival Time *
10:00 PM

Next: Adjust your travel allowance

Cancel Next



When all applicable and required fields on this screen are complete, click on the Next button at the bottom right of the screen.

SAP Concur  Requests

Ma **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	Allowance Limit	Reimbursement Amount
All Days Dates: 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sun, 10/22/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$391.50	\$91.50
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
						Total: \$1,944.00	Total: \$829.50


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.

SAP Concur  Requests


Ma **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	Allowance Limit	Reimbursement Amount
Sun, 10/22/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$391.50	\$91.50
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Total:						\$1,944.00	\$829.50



Each day of your travel is listed at the left of the screen.

SAP Concur  Requests

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	Allowance Limit	Reimbursement Amount
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Fri, 10/27/2023 Londonderry, UNITED KINGDOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Sat, 10/28/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$123.00
						Total: \$1,633.50	Total: \$337.50

Back Cancel Finish

For each day, check the boxes for any meals that are provided to you for free.

State of Kansas Designations

Here you can declare any free meals received to comply with company policy guidelines.

View: Adjustments Show Filters

Date/Location	15% Breakfast	35% Lunch	50% Dinner	Limit	Reimbursement Amount
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$310.50	\$0.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$310.50	\$0.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$310.50	\$0.00
Fri, 10/27/2023 Londonderry, UNITED KINGDOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Sat, 10/28/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Total:					\$37.50

Back Cancel Finish

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.

SAP Concur Requests

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 were on personal leave. Always refer to your company policy guidelines.

View: Adjustments Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit	Reimbursement Amount
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Fri, 10/27/2023 Londonderry, UNITED KINGDOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sat, 10/28/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$123.00
						Total: \$1,633.50	Total: \$337.50

Back Cancel Finish

Similarly, if there are any dates of travel that include free lodging, check the lodging box for the applicable dates.

SAP Concur  Requests

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	Allowance Limit	Reimbursement Amount
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Fri, 10/27/2023 Londonderry, UNITED KINGDOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$123.00
Sat, 10/28/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$123.00
						Total: \$1,633.50	Total: \$337.50

Back Cancel Finish


Also, if your travel includes any personal days of travel, for those dates of the trip, mark the Exclude Day box.

SAP Concur  Requests

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	Allowance Limit	Reimbursement Amount
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Fri, 10/27/2023 Londonderry, UNITED KINGDOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sat, 10/28/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$123.00
						Total: \$1,633.50	Total: \$337.50

Back Cancel Finish


Once all details on this screen are complete, the total reimbursement amount due to you will show near the bottom right of the screen.

SAP Concur  Requests

Travel Allowance

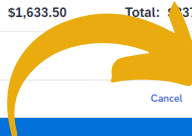
Adjustments

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.

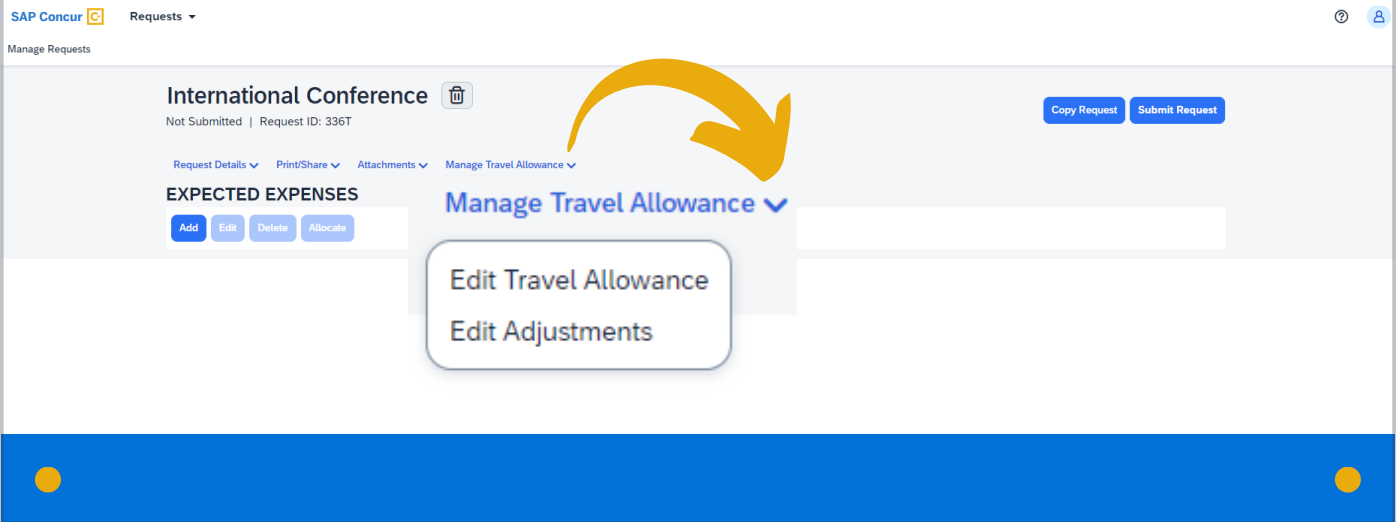
View: Adjustments  Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit	Reimbursement Amount
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$0.00
Fri, 10/27/2023 Londonderry, UNITED KINGDOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$123.00
Sat, 10/28/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$123.00
						Total: \$1,633.50	Total: \$37.50

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

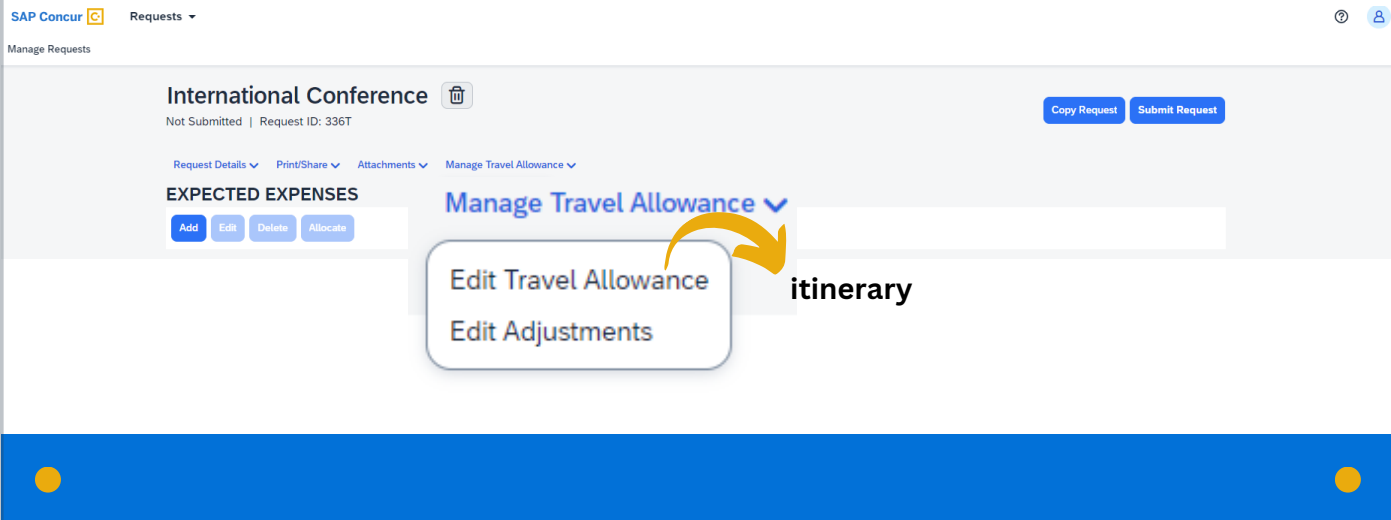


Click the Finish button at the bottom right of the screen to save your travel allowance.



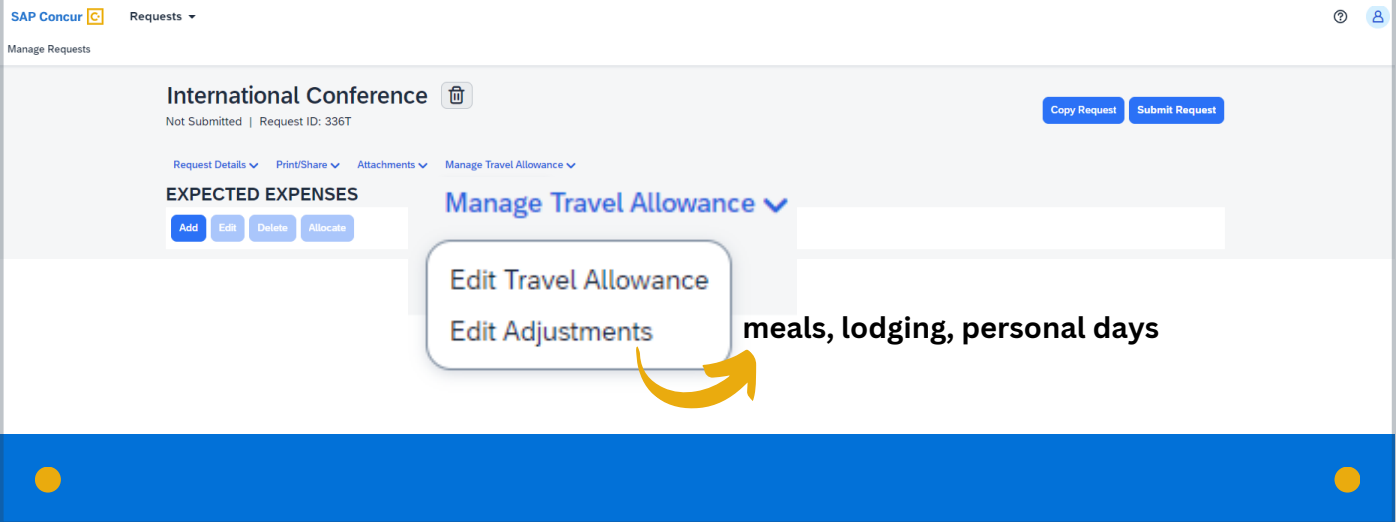
The screenshot displays the SAP Concur interface for a request titled "International Conference" (Request ID: 336T). The status is "Not Submitted". The interface includes a navigation bar with "Request Details", "Print/Share", "Attachments", and "Manage Travel Allowance" (highlighted with a yellow arrow). Below the navigation bar, there is a section for "EXPECTED EXPENSES" with buttons for "Add", "Edit", "Delete", and "Allocate". A "Manage Travel Allowance" dropdown menu is open, showing options for "Edit Travel Allowance" and "Edit Adjustments". The interface also features "Copy Request" and "Submit Request" buttons.


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 screenshot shows the SAP Concur interface for managing a request. At the top, the SAP Concur logo and 'Requests' dropdown are visible. Below, the request title 'International Conference' is shown with a trash icon, 'Not Submitted' status, and 'Request ID: 336T'. Action buttons for 'Copy Request' and 'Submit Request' are on the right. A navigation bar includes 'Request Details', 'Print/Share', 'Attachments', and 'Manage Travel Allowance'. Under 'EXPECTED EXPENSES', there are 'Add', 'Edit', 'Delete', and 'Allocate' buttons. A 'Manage Travel Allowance' dropdown menu is open, showing 'Edit Travel Allowance' and 'Edit Adjustments'. A yellow arrow points from 'Edit Travel Allowance' to the word 'itinerary'.

The first option, Edit Travel Allowance, takes you to the itinerary screen to edit destinations, dates, and times of travel.



SAP Concur  Requests ▾

Manage Requests

International Conference 

Not Submitted | Request ID: 336T Copy Request Submit Request

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

EXPECTED EXPENSES

Add Edit Delete Allocate

Manage Travel Allowance ▾

Edit Travel Allowance

Edit Adjustments **meals, lodging, personal days**

The second option, Edit Adjustments, takes you directly to the adjustments screen to edit meals, lodging, and personal days.