CONCUR INTERNATIONAL PER DIEM & REDUCTION CALCULATOR

1. From your approved Request, select the **Create Expense Report** button.

| SAP Concur 🖸 | Requests 👻 | | |
|-----------------|---|----------------|-----------------------|
| Manage Requests | Process Requests | | |
| | Home / Requests / Manage Requests / Concur Conference | | |
| | Concur Conference \$ | More Actions 🗸 | Create Expense Report |
| | Approved Request ID: 3FTG | | |

2. Select Add Expense and then Create New Expense. Type "inter" in the search field, and select Meals-Individual International Per Diem.

| Home / Expense / Manage Expenses / Concur Conference |
|---|
| Concur Conference \$0.00 |
| Not Submitted Report Number: 9PVE4N |
| |
| REQUEST |
| Approved \$ |
| |
| Report Details 🗸 Print/Share 🗸 Manage Receipts 🗸 Travel Allowance 🗸 |
| Add Expense Edit Delete Copy Allocate Combine Expenses Move to V |
| |

Add Expense



3. Complete all required (*) fields and hit Save Expense. IMPORTANT: You must enter the number of travel days at the Per Diem Location you indicated. If you traveled to various international locations in the same trip, you must create multiple Meals-Individual International Per Diem expense lines.

Key Fields:

Trip Type: Must be International

Traveler Type: Must be Employee

International Per Diem Reduction Amount: Leave this field 0.00 – you will indicate the amount once calculated

Payment Type: Must be Employee Paid

Amount: Will be auto populated once you hit Save Expense

Currency: Must be US, Dollar (USD)

| Details | Itemizations | | | | |
|--------------------------|------------------------|-------|---------------------------------|--------------|-------|
| Allocate | | | | | |
| | | | | * Required f | field |
| Meals - Individual I | International Per Diem | | | × | ~ |
| Travel End Date * | | | Business Purpose * | | |
| 02/09/2024 | | Ë | Conference/Professional Meeting | | ~ |
| Trip Type * | | | Traveler Type * | | |
| 4. International | | ~ | Employee | | ~ |
| Per Diem Location * | | | Number of Travel Days * | | |
| Paris, FRANCE | | × • | 4 | | |
| International Per Diem R | eduction Amount 🔞 | | Payment Type * | | |
| 0.00 | | | Employee Paid | | ~ |
| Amount 🕜 | | | Currency * | | |
| 0.00 | | | US, Dollar (USD) | X | ~ |
| Comment | | | | O, | /500 |
| | | | | | |
| | | | | | |
| | | | | | _/i |
| | | | | | |
| | | | | | |
| Save Expense Sa | ave and Add Another C | ancel | | | |

4. Once **Saved**, you will be returned to the **Add Expense** report page, and the expense line will indicate there is an alert.

| Add E | Expense Edit Dele | te Copy Allocate Combi | ne Expenses Move to V | | | |
|-------|--------------------|------------------------|---|------------------|------------|-------------|
| | Alerts↓↑ Receipt↓↑ | Payment Type↓↑ | Expense Type↓↑ | Vendor Details↓↑ | Date↓₹ | Requested↓↑ |
| | 8 | Employee Paid | Meals - Individual International Per Diem | Paris, FRANCE | 02/09/2024 | \$450.80 |
| | | | | | | \$450.80 |

Click on the Alerts caret to view the alert

| 2 |
|---|
|---|

Note the alert discusses the Per Diem Reduction field:

| Alerts: 2 | ^ |
|---|-------|
| All 😢 1 🔺 1 | |
| Expense Meals - Individual International Per Diem 02/09/2024 \$450.80 | |
| S The Per Diem Reduction field is blank, which is unusual. You may not claim the full per diem amount when the meal is already covered by a third party. Please use the International Per Diem Tool and ter the computed reduction amount or provide justification in the Comment field. https://tcu.box.com/shared/static/5183aguf6rjg02fxjqrlaugtd88omubq.xlsx View | d en- |

 Click into the Meals-Individual International Per Diem expense line to calculate the International Per Diem Reduction Amount. Click on the help bubble located next to the International Per Diem Reduction Amount and copy the link to the Reduction Calculator into a new browser.

| Add E | Expense | Edit | Delete | Сору | Allocate | Combine Expe | nses N | Nove to 🗸 | | | | | |
|-------|---------|------|------------------------|------------------|--|--|---|-------------------------|--------------------------------|----------------|---------------|------------|--------------------|
| | Alerts↓ | Rec | eipt↓↑ | Payment T | ype↓↑ | Exp | ense Type | ¢↓↑ | | | Vendor Detai | ls↓↑ | Date↓ [∓] |
| | | | | Employee F | Paid | Mea | ls - Individ | ual Interna | tional Per Diem | | Paris, FRANCE | | 02/09/2024 |
| | | | () AI | locate | | | | | | | * Required | field | |
| | | | Expens | e Type * | | | | | | | | | |
| | | | Mea | ls - Individ | ual Internat | ional Per Die | em | | | | × | ~ | |
| | | | Travel | End Date * | | | | | Business Purpose * | | | | |
| | | | 02/0 | 9/2024 | | | | Ë | Conference/Profes | sional Meeting | | ~ | |
| | | | Trip Ty | pe * | | | | | Traveler Type * | | | | |
| | | | 4. In | ternational | | | | ~ | Employee | | | ~ | |
| | | | Per Die | m Location * | t | | | | Number of Travel Days | * | | | |
| | | | Paris | , FRANCE | | | | × • | 4 | | | | |
| | | | Interna | tional Per Die | em Reduction | Amourt 🕜 | | | Payment Type * | | | | |
| | | | 0.00 | | Quick Hel | lp | | × | Employee Paid | | | ~ | |
| | | | Amoun 450. Comme | t ? 80 ent | You may n amount wi ered by a Internation | not claim the fu hen the meal is third party. Ple nal Per Diem To | ull per dier s already ase use th ool and er | m cov- he nter | Currency * US, Dollar (USD) | | × | ► 0/500 | |
| | | | | | the compu https://tcu guf6rjg02f | ited reduction .box.com/share xjqrlaugtd88or | amount. ed/static/5 mubq.xlsx | 5183a | | | | 1 | |

6. Complete required information in the blue fields of Lines 2-8 in the **International Per Diem Reduction Tool**. *Lines 5-8 require information from Concur*. Line 9 will auto calculate. Move to Line 11 to enter all days where you received a meal while traveling.

Key Fields:

Per Diem per Concur (Line 5) = **Amount** calculated in Concur, type in number from Concur Number of Segment Days (Line 8) = **Number of Travel Days,** type in number from Concur Daily Rate (Line 9) = Is calculated automatically

Date (Begins on Line 11) = Enter all days where you received a meal while traveling

| 1 | | | R | equired info | ormation fr | om Concur | | | | | |
|----|-------------------------|----------------------------------|------------------------------|-------------------------------|-------------------------------|------------------|-------------------|-------------------------------|---------|--|--|
| 2 | Employee Name: | DEMO | DEMO | | | | | | | | |
| 3 | Destination Country: | France | | | | | | | ortan | | |
| 4 | Destination City: | Paris | | | | | | | Impo | | |
| 5 | Per Diem per Concur | 450.8 | Enter per | diem AMO | UNT from C | Concur (wit | h no redu | ction) | | | |
| 6 | Trip Segment Start Date | 02/06/2024 | Enter MM | /DD/YYYY | first night i | n location | | | | | |
| 7 | Trip Segment End Date | 02/09/2024 | Enter MM (or depart | DD/YYYY | of last nigh r final trave | it in locatio | on | | Users | | |
| 8 | Number of Segment Days | 4 | Enter NUN | VIBER of se | gment dav | s from Con | cur | | fielde | | |
| 9 | Daily Rate | 112.70 | | | , | | | | - neids | | |
| 10 | Date (MM/DD/YYYY) | Breakfast Covered/ Ineligible | Lunch Covered/ Ineligible | Dinner Covered/ Ineligible | Breakfast Adjustment | Lunch Adjustment | Dinner Adjustment | Total Adjustment to Concur | blue | | |
| 11 | | | | | 20% | 30% | 50% | - | | | |
| 12 | 02/06/2024 | | - | | - | - | - | - | | | |
| 13 | 02/07/2024 | | | | - | - | - | - | | | |
| 14 | 02/08/2024 | | | | - | - | - | - | | | |
| 15 | 02/09/2024 | | | | - | - | - | - | | | |
| 10 | | | | | | | | | | | |
| 10 | | | | | - | - | - | - | - | | |

7. Indicate covered/ineligible meals with a "X" (must be capitalized) in the Breakfast, Lunch and Dinner fields, respectively. Reduction amounts will populate in the cream and orange shaded fields based on your indication meals were provided. <u>The amount in the orange cell</u> is the total of your reduction amount, and must be entered in Concur.

| Required information from Concur | | | | | | | | | | |
|----------------------------------|----------------------------------|------------------------------|-------------------------------|----------------------|------------------|-------------------|-------------------------------|-----------------|--|--|
| Employee Name: | DEMO | DEMO | | | | | | | | |
| Destination Country: | France | | | | | | | _ | | |
| Destination City: | Paris | | | | | | | | | |
| Per Diem per Concur | 450.8 | Enter per | diem AMO | UNT from C | oncur (with | h no reduc | tion) | ~ | | |
| Trip Segment Start Date | 02/06/2024 | Enter MM | /DD/YYYY | first night ir | n location | | | - | | |
| | | Enter MM | /DD/YYYY | of last night | t in locatio | n | | | | |
| Trip Segment End Date | 02/09/2024 | (or depart | ture day fo | r final trave | l day) | | | - | | |
| Number of Segment Days | 4 | Enter NUN | ABER of sea | gment days | from Cond | cur | | - | | |
| Daily Rate | 112.70 | | | | | | | | | |
| Date (MM/DD/YYYY) | Breakfast Covered/ Ineligible | Lunch Covered/ Ineligible | Dinner Covered/ Ineligible | Breakfast Adjustment | Lunch Adjustment | Dinner Adjustment | Total Adjustment to Concur | | | |
| | | | | 20% | 30% | 50% | 192 | Enter in Concur | | |
| 02/06/2024 | | Х | Х | - | 34 | 56 | 90 | | | |
| 02/07/2024 | Х | | | 23 | - | - | 23 | | | |
| 02/08/2024 | | | Х | - | - | 56 | 56 | | | |
| 02/09/2024 | Х | | | 23 | - | - | 23 | - | | |
| | | | T | - | - | - | - | | | |

8. Enter the calculated amount into the International Per Diem Reduction Amount field.

| Expense Type * | | | | |
|---|---|---------------------------------|---|---|
| Meals - Individual International Per Diem | | | × | ~ |
| Travel End Date * | | Business Purpose * | | |
| 02/09/2024 | ₿ | Conference/Professional Meeting | | ~ |
| Trip Type * | | Traveler Type * | | |
| 4. International | ~ | Employee | | ~ |
| Per Diem Location * | | Number of Travel Days * | | |
| Paris, FRANCE X | ~ | 4 | | |
| International Per Diem Reduction Amount 🕜 | | Payment Type * | | |
| 192.00 | | Employee Paid | | ~ |
| Amount ? | | Currency * | | |
| 450.80 | | US, Dollar (USD) | × | ~ |

9. You must attach a copy of your reduction calculation spreadsheet as a receipt in Concur. It is recommended that users save as a PDF or Print as Adobe PDF and click **Save Expense**.

| Details | Itemizations | | | | Hide Receipt 🗒 |
|---------------------|-----------------------|----------|---------------------------------|------------------|--|
| () Allocate | | 1 | | * Required field | Receipt |
| Expense Type * | nternational Per Diem | | | | ≡ 1/6 — + ⊡ � ± ➡ : |
| Travel End Date * | | | Business Purpose * | | Required information from Concur |
| 02/09/2024 | | Ë | Conference/Professional Meeting | ~ | Employee Name: DEMO Destination Country: France Destination City: Paris |
| Trip Type * | | | Traveler Type * | | Per Diem per Concur 450.8 Enter per diem AMOUNT from Concur (with no reduction) Trip Segment Start Date 02/06/2024 Enter MM/DD/YYYT of fast night in location Enter MM/DD/YYYY of last night in location |
| 4. International | | ~ | Employee | ~ | Imp segment. Emb Date 02/09/2024 (or departure day for final trave day) Number of Segment Days 4 Enter NUMBER of segment days from Concur Daily Rate 12.70 |
| Per Diem Location * | | X | Number of Travel Days * | | t Covered/ b wered/ b corecd/ distrment/ distrment/ u/ |
| Paris, FRANCE | aduction Amount | × • | 4 | | Date (MM/0D/YYYY) Date (MM/0D/YYY) Date (MM/0D/YYY) Date (MM/0D/YYY) Date (MM/0D/YYY) Date (MM/0D/YYY) Date (MM/0D/YYYY) Date (MM/0D/YYY) Date (MM/0D/YYY) Date (MM/0D/YYY) Date (MM/0D/YYYY) Date (MM/0D/YYYY) Date (MM/0D/YYYY) Date (MM/0D/YYY) Date (MM/0D/YYY) Date (MM/0D/YYYY) Date (MM/0D/YYY) Date (MM/0D/YY) Date (MM/0D/YY) Date (MM/0D/YY) Date (MM/0D/YY) Date (MM/0D/YYY) Date (MM/0D/YY) Date (MM/0D |
| 192.00 | | | Employee Paid | ~ | Q2/06/2024 X - 34 56 90 Q2/07/2024 X - 23 - 23 Q2/07/2024 X - 56 56 Q2/07/2024 X - - 56 56 Q2/07/2024 X - - 23 - 23 |
| Amount 🕜 | | | Currency * | | |
| 450.80 | | | US, Dollar (USD) | × • | |
| Comment | | | | 0/500 | |
| | | | | | |
| | | | | // | International Per Diem Tool Uploaded: 02/14/2024 Demo.pdf |
| | | | | | Remove Add CC Open |
| Save Expense Ca | ncel | | | | |

10. Once you save the expense, the amount you are owed will be calculated.

