Travel Allowance (Per Diem) in Concur

Purpose

This guide explains how to create a Travel Allowance in a Concur Request and how the itinerary and per diem transfer automatically to the related Expense Report. It also explains how to adjust meal exclusions and how to handle Requests approved before December 1, 2026, when the Expense Report is created on or after that date.

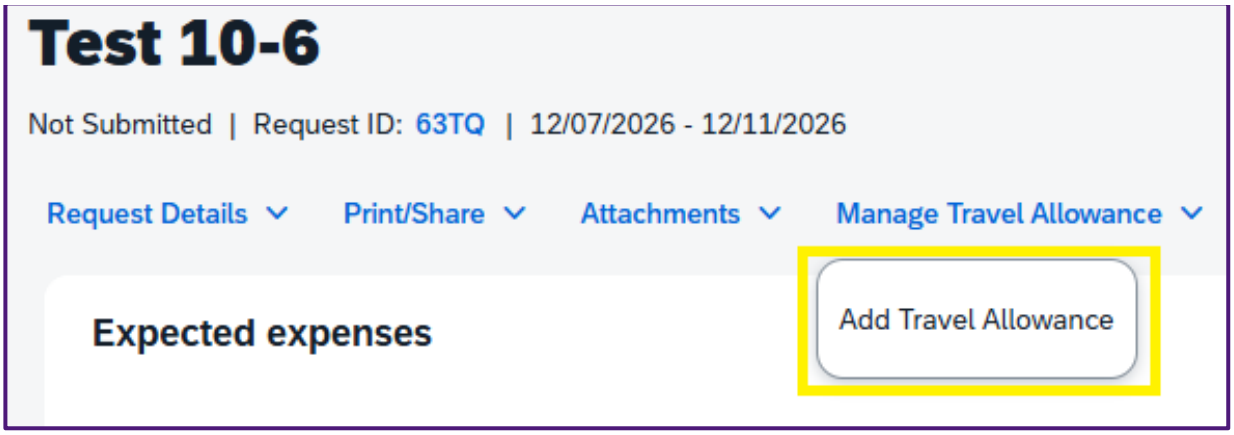
Overview

- Create the Travel Allowance in the Concur Request before travel.
- The itinerary is generated from the Request header; enter the travel times and adjust meals expected to be provided.
- After travel, create the Expense Report from the approved Request. The itinerary and per diem transfer automatically.
- Make any actual meal exclusions in the Expense Report.

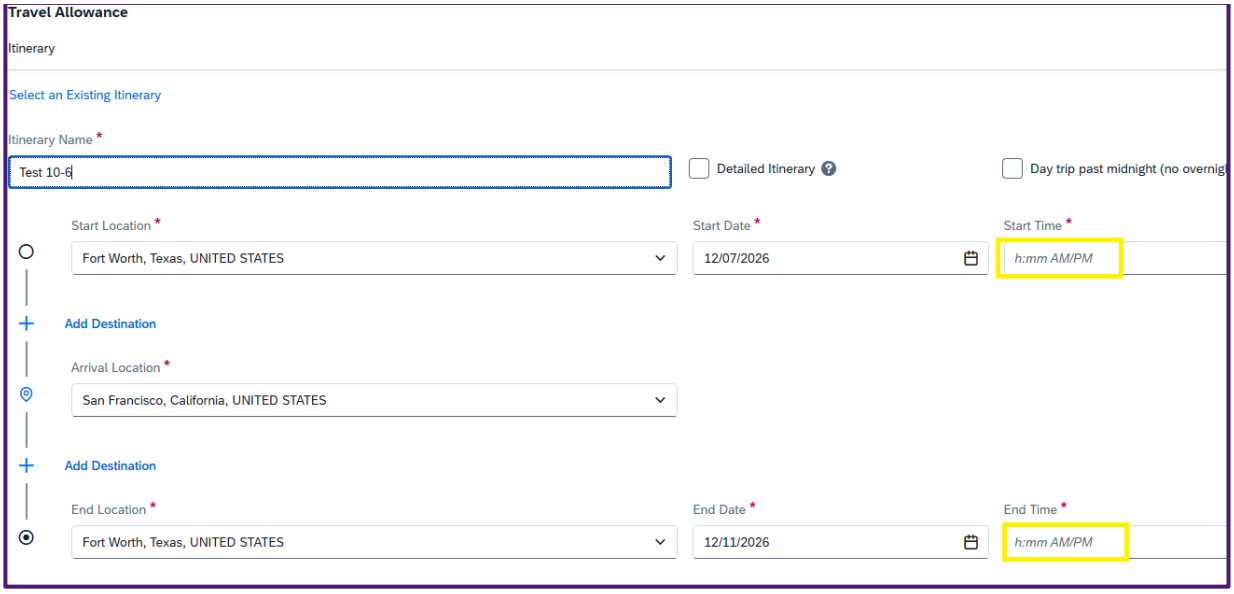
Content

Create the Travel Allowance in the Request

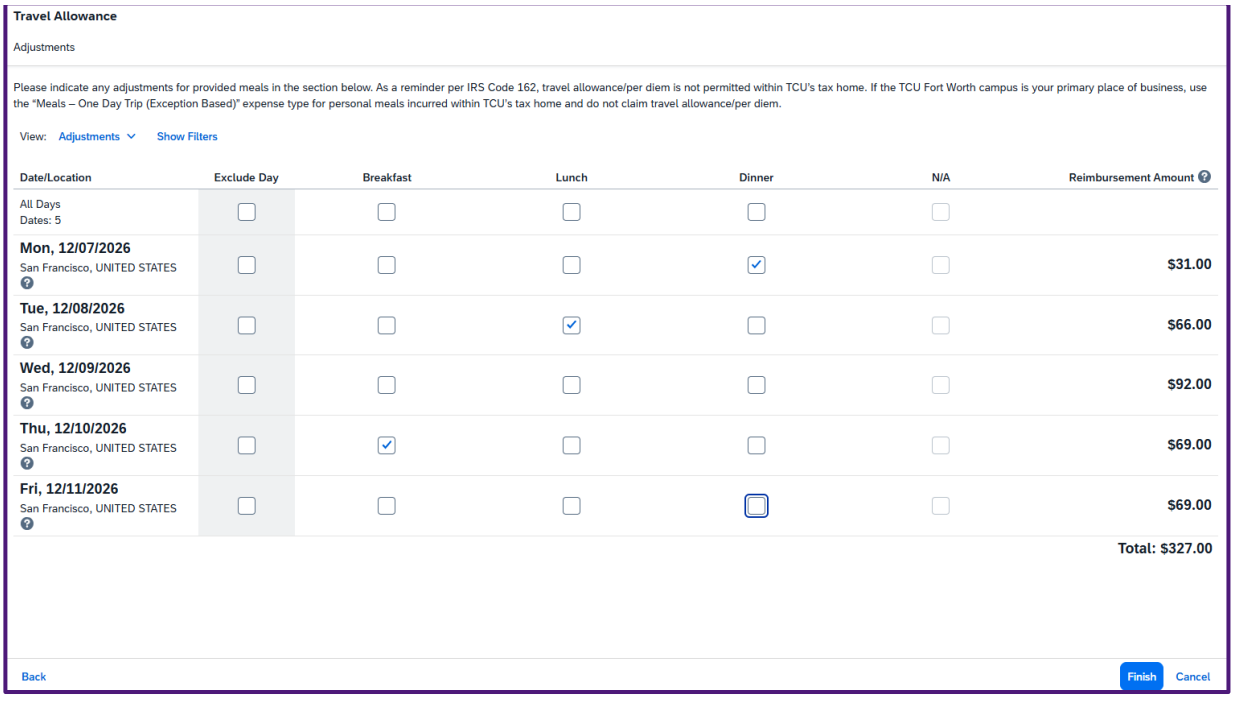
In the Concur Request, click **Manage Travel Allowance** and select **Add Travel Allowance** from the dropdown.



The itinerary is created using the information in the Request header. Review the itinerary and enter the departure and return times.

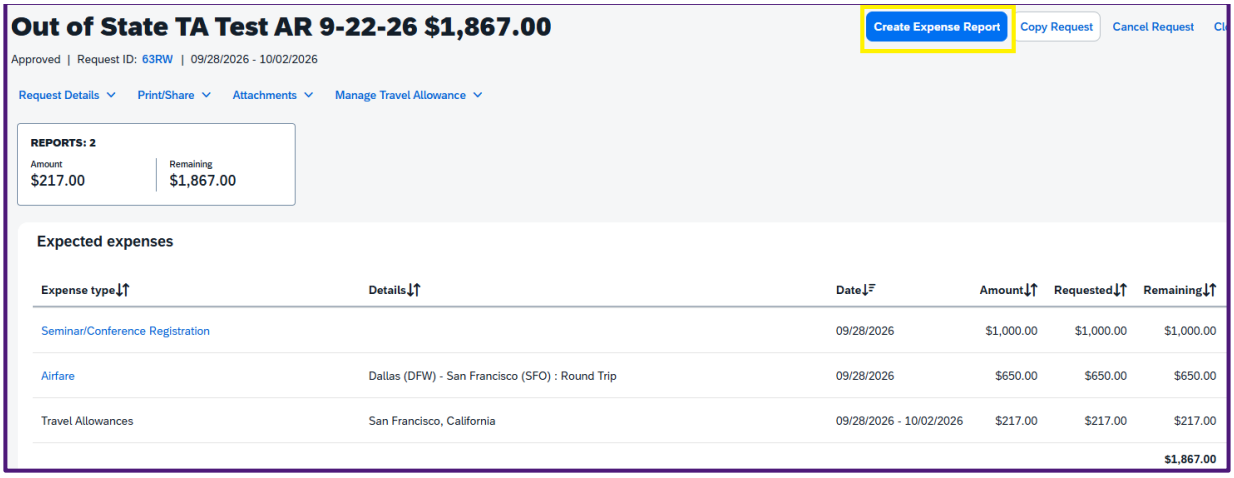


In the Request Travel Allowance, adjust the per diem for any meals expected to be provided. Meal exclusions do not need to be entered at the Request level; you can record actual exclusions in the Expense Report. Click **Finish** when completed.

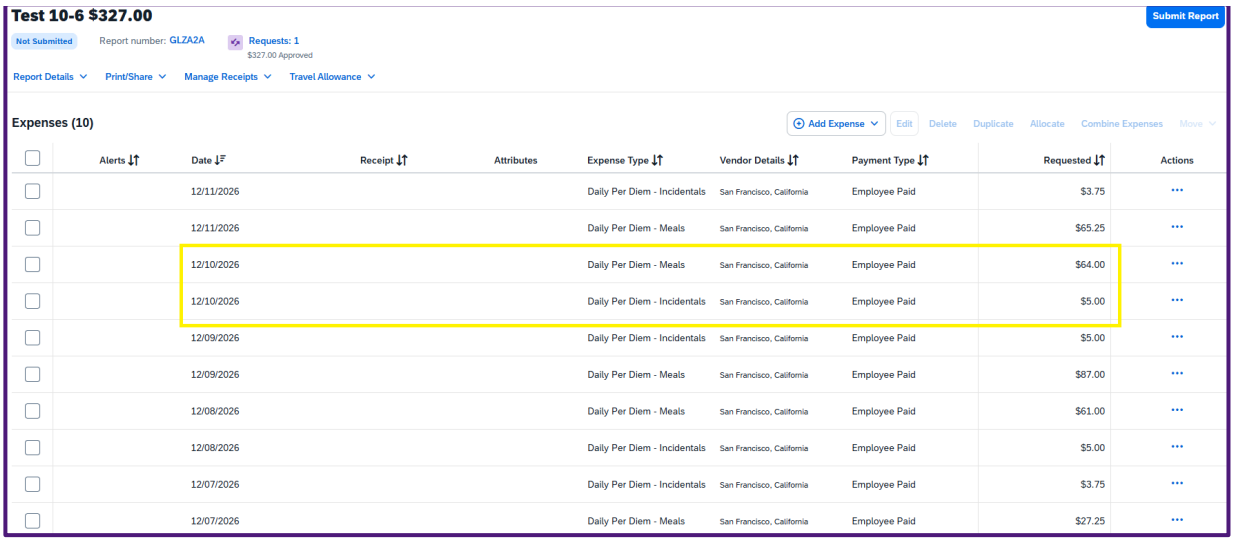


Create the Expense Report

After travel concludes, create an Expense Report from the approved Request.

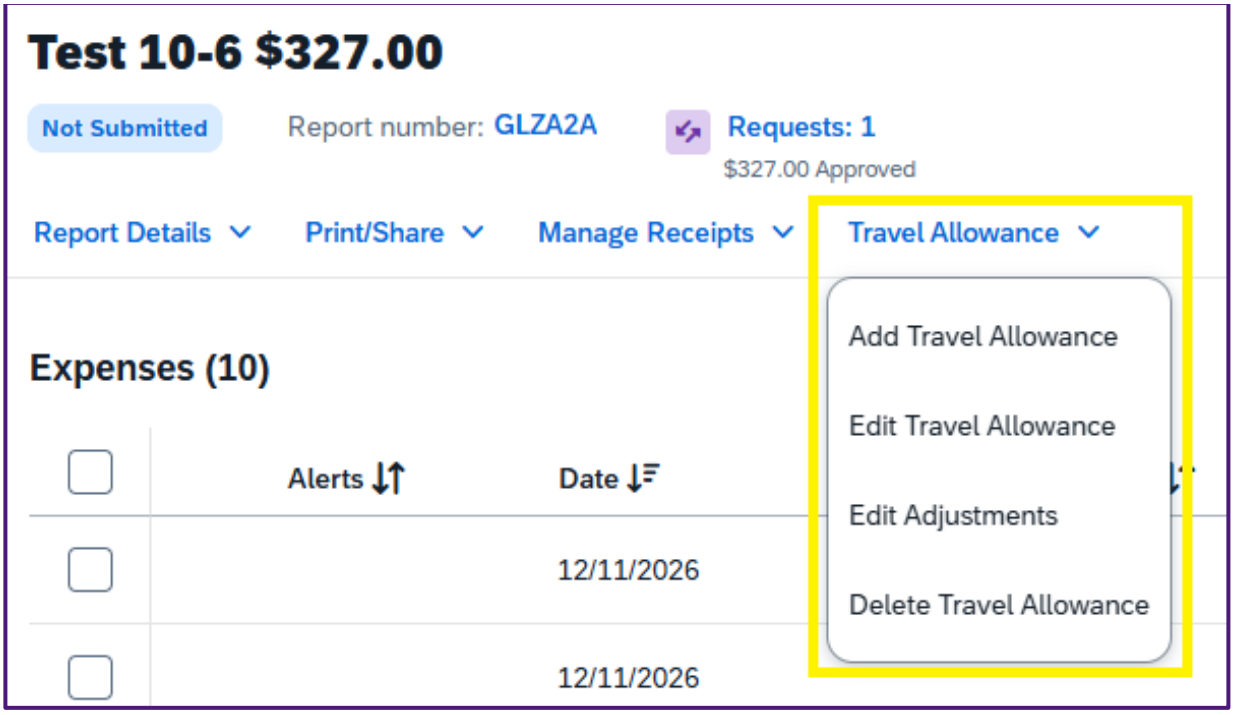


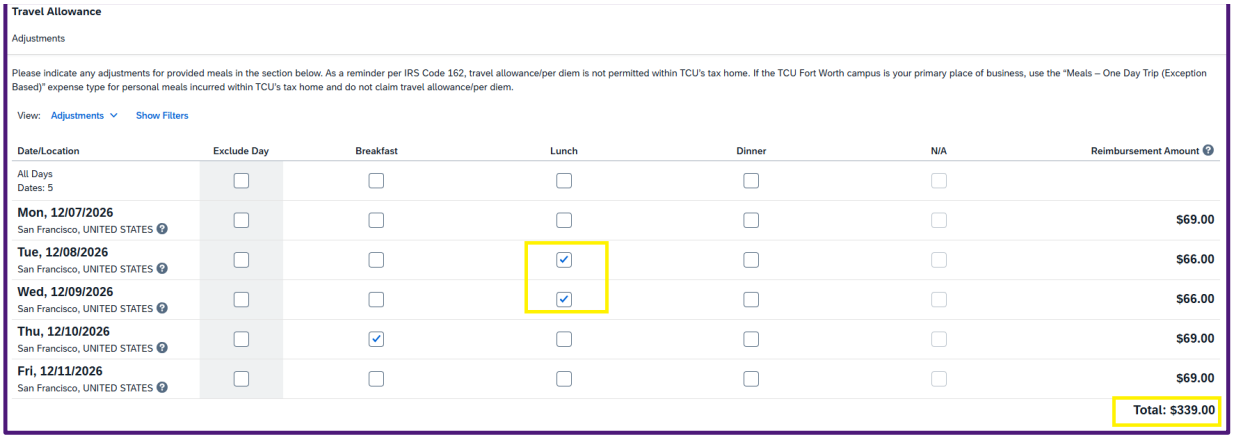
The Travel Allowance itinerary and per diem populate automatically in the Expense Report. Daily Per Diem – Meals and Daily Per Diem – Incidentals appear as separate expense lines; incidentals were previously included with the meal line.



Adjust Meal Exclusions in the Expense Report

If needed, adjust the per diem in the Expense Report to record actual meal exclusions. Select **Edit Adjustments**. The new total calculates automatically.



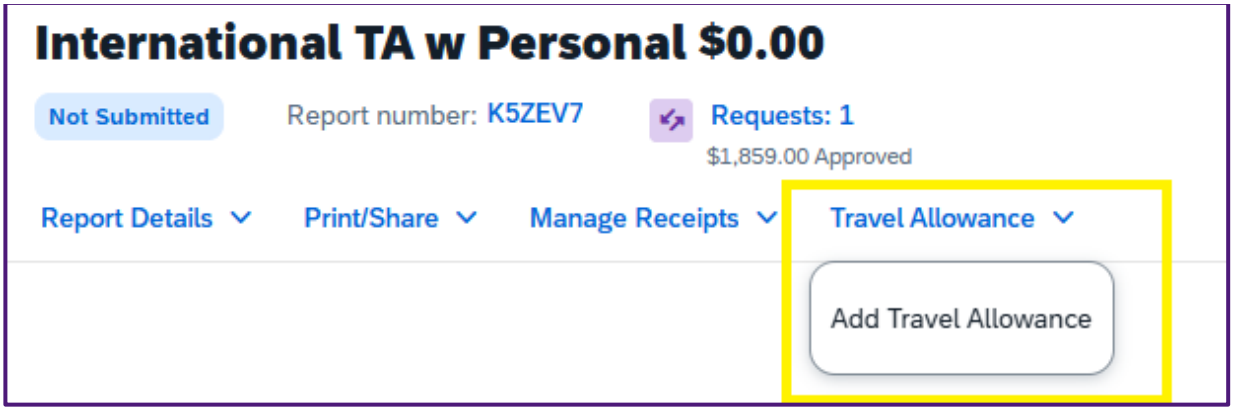


Requests Approved Before December 1, 2026

Expense Reports created before December 1, 2026, do not need to be revised. Concur allows those reports to be submitted using the previous per diem method.

If a Request was approved before December 1, 2026, but the Expense Report has not been created by that date, create the Travel Allowance in the Expense Report:

- In the Expense Report, select **Add Travel Allowance** from the **Travel Allowance** dropdown.



- When prompted, complete the required itinerary fields and proceed through the Travel Allowance adjustments as needed.

