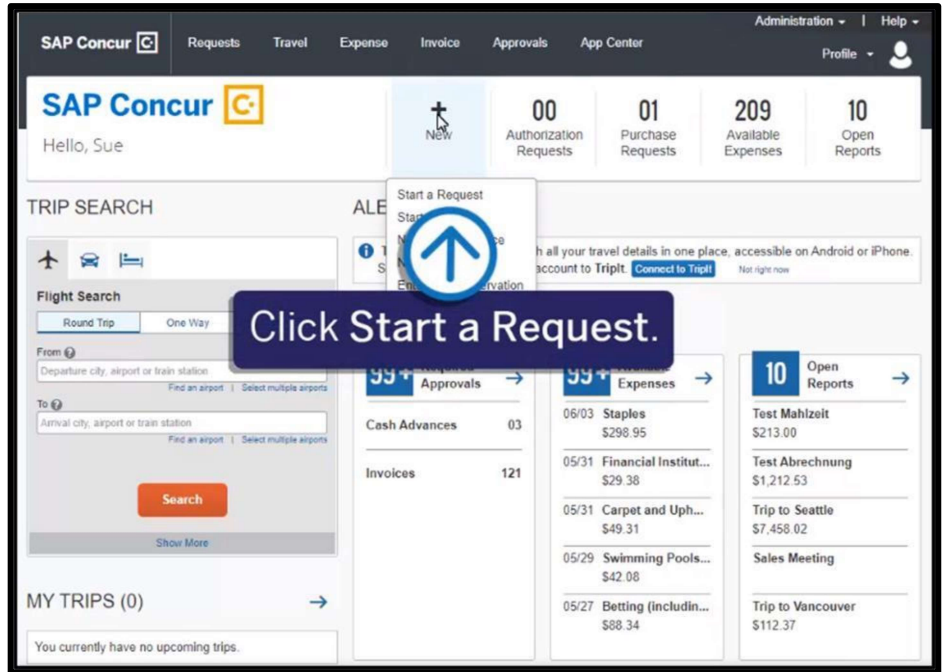


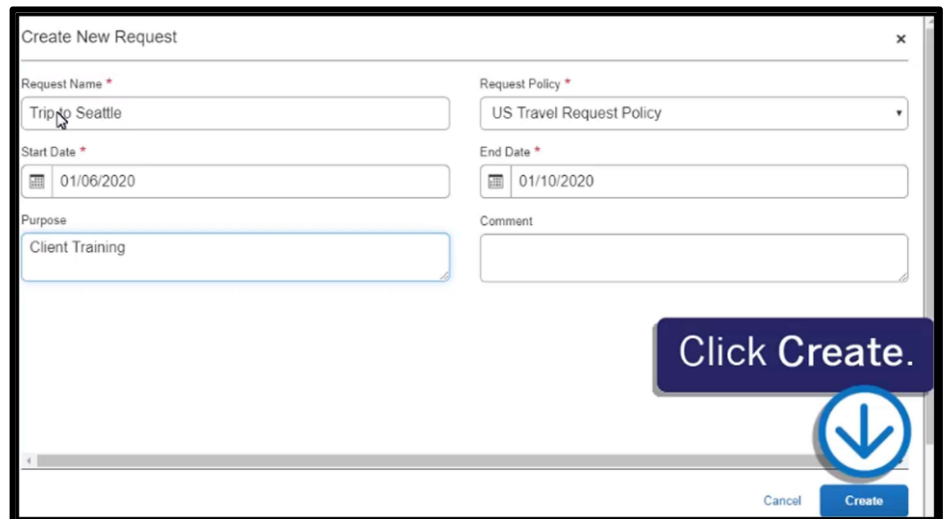
# Adding Expenses and Fixed Allowances to a Request

You can Fixed Allowance expenses to your request to help estimate the total cost of meals for your trip.

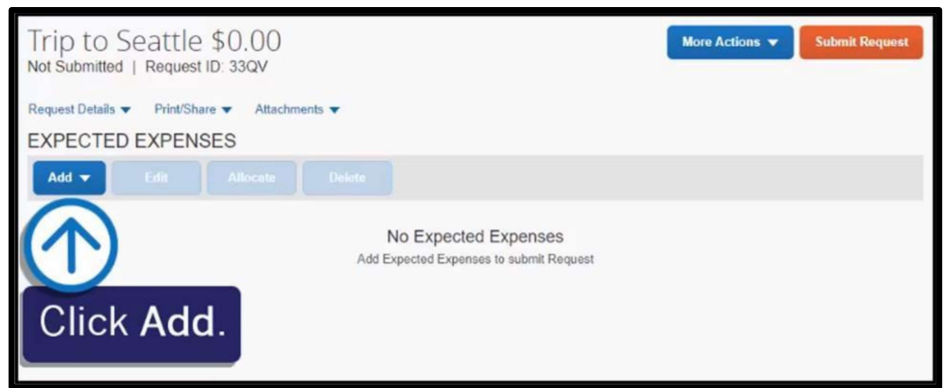
1. From the SAP Concur home page, on the Quick Task bar, place your mouse pointer over New, and then click Start a Request.



2. On the Create New Request page, complete the required and optional fields as directed (required fields are indicated with a red asterisk), and then click Create.

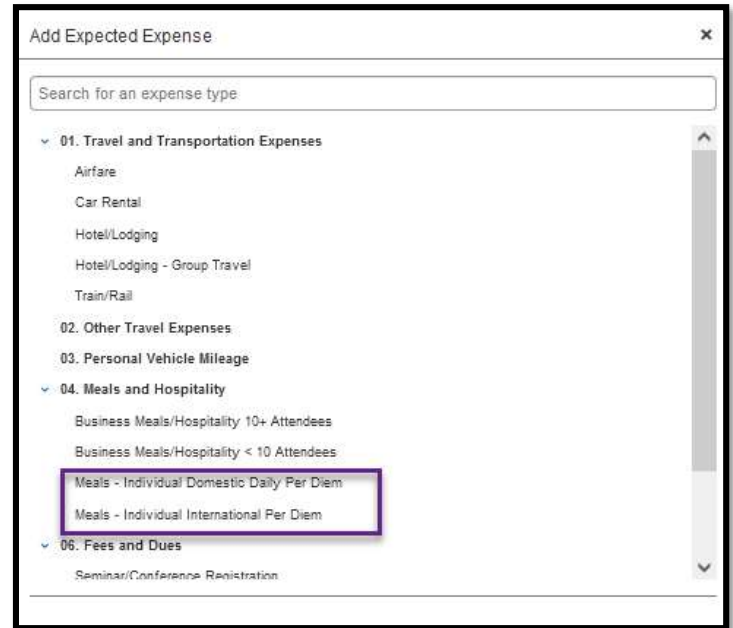


3. On the Expected Expenses page, click Add to enter your expense details.



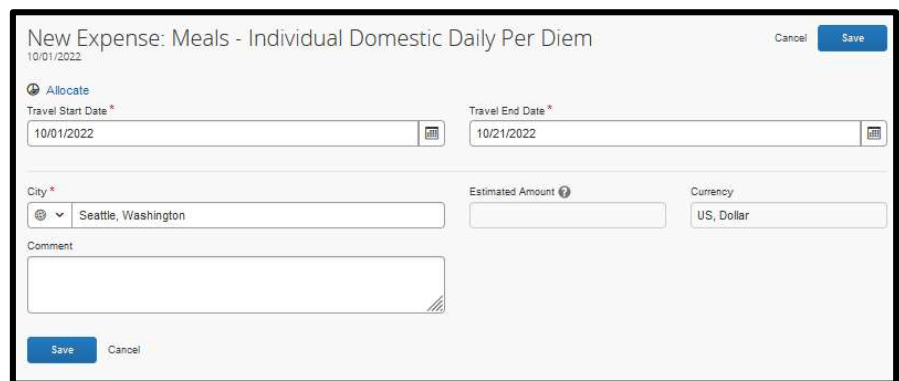
In the list of expense types, you will see Meals – Individual Domestic Daily Per Diem and Meals – Individual International Per Diem. These expense types are configured to calculate an amount based on the arrival city and duration of your trip.

4. For this example, select the Meals – Individual Domestic Daily Per Diem expense type.



5. Complete the required and optional fields as directed.

The Transaction Amount field is read-only and will be automatically populated based on the City, Duration, and your company's fixed rate calculation for the arrival city.



The Duration field is pre-populated based on the Start and End dates that you selected on the Create New Request page.

6. Click Save.

After saving the expense, you will see the calculated Amount based on the fixed allowance.

The screenshot shows a form titled "New Expense: Daily Allowance \$0.00". A blue callout box with a right-pointing arrow says "Click Save." and a "Save" button is visible. The form includes a "City" dropdown set to "Seattle, Washington", a date field set to "01/10/2020", a "Description" text area, a "Transaction Amount" field, a "Currency" dropdown set to "US, Dollar", and a "Duration" field with the value "5". A "Comment" text area is at the bottom.

7. After entering your fixed expenses, and other expected travel expenses click Submit Request.

The screenshot shows a summary page for a request titled "Trip to Seattle \$1,659.00". It includes buttons for "Copy Request" and "Submit Request". Below the title are links for "Request Details", "Print", and "Attachments". A section titled "EXPECTED EXPENSES" contains a table with the following data:

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	Meals - Individual Domestic Daily Per Diem	Seattle, Washington	10/01/2022	\$1,659.00	\$1,659.00
					\$1,659.00