

Per Diem Offset

The Concur Travel Allowance feature calculates meal allowances based on your trip destination, dates, and times. This per diem is paid to you as a flat amount regardless of the amount you spend on meals during your trip. In certain circumstances, you may need to offset your per diem amount.

Common per diem offsets are –

1. A meal provided by the hotel such as breakfast or lunch. Accounting for provided meals in the travel allowance to an itinerary. Checking the boxes for provided meals reduces the daily per diem amount.

Travel Allowances For Report: Test Per Diem Report

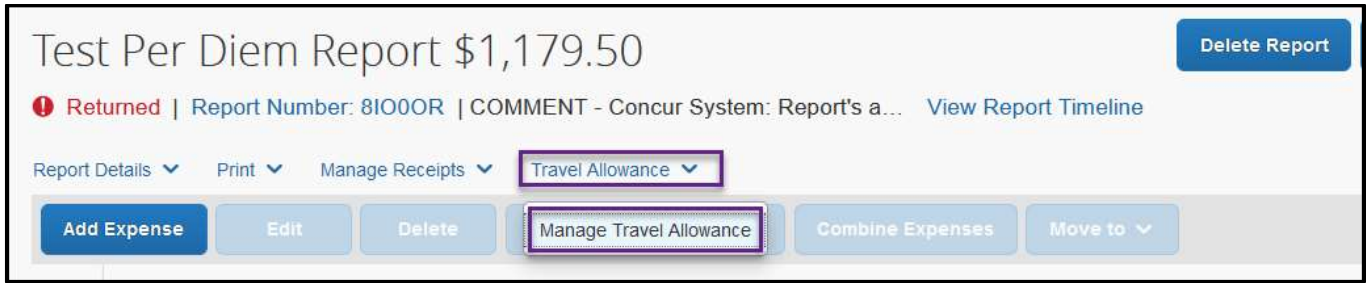
Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ▲	Meals Rate	Breakfast Provi...	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/01/2022 Tampa, Florida	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
<input type="checkbox"/>	10/02/2022 Tampa, Florida	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	10/03/2022 Tampa, Florida	\$69.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	10/04/2022 Tampa, Florida	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	10/05/2022 Tampa, Florida	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	10/06/2022 Tampa, Florida	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

Update Expenses Cancel

Note: To access a previously saved travel allowance on your report. Click the 'Travel Allowance' caret from the top of your report and select 'Manage Travel Allowance'.



2. A meal which you charged to your Travel Card. To offset this meal, select the charge from your available expenses and choose the Meals - Per Diem Offset expense type.

A screenshot of the 'Meals - Per Diem Offset \$19.84' expense entry form. The form is titled 'Meals - Per Diem Offset \$19.84' and has a 'Save Expense' button in the top right. The form includes the following fields: Transaction Date (09/23/2022), Business Purpose (Information Technology), Trip Type (2. In-State - Overnight), Traveler Type (Employee), City of Purchase (Houston, Texas), Payment Type (TEST TCU Travel Card), Amount (19.84), and Currency (US, Dollar). The 'Expense Type' dropdown is set to 'Meals - Per Diem Offset' and is highlighted with a purple box. There is an 'Upload Receipt Image' section on the right with a red 'X' icon and the text 'Upload Receipt Image'. The form also has a 'Save Expense' button and a 'Cancel' button at the bottom left.

When utilizing the Meals – Per Diem Offset expense type the charges are considered personal expenses and reduce the per diem amount paid to you by the University. These amounts are reflected in the report totals.



Company Payments \$602.66 Employee	\$19.84 Card (TEST TCU Travel Card)
Employee Payments \$0.00 Company	

Amount Total: \$642.34
Less Personal Amount: \$19.84
<hr/>
Requested Amount: \$622.50

Due Employee: \$602.66
Amount Due (TEST TCU Travel Card): \$19.84
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Total Paid By Company: \$622.50

Owed Company: \$0.00
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Total Owed By Employee: \$0.00

Close