CONCUR INTERNATIONAL PER DIEM & REDUCTION CALCULATOR
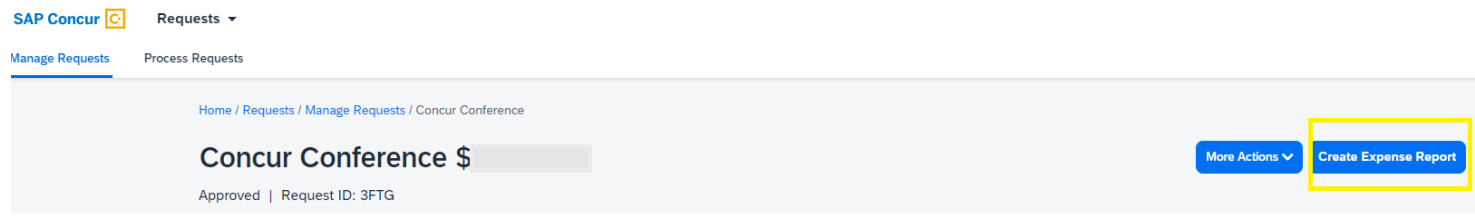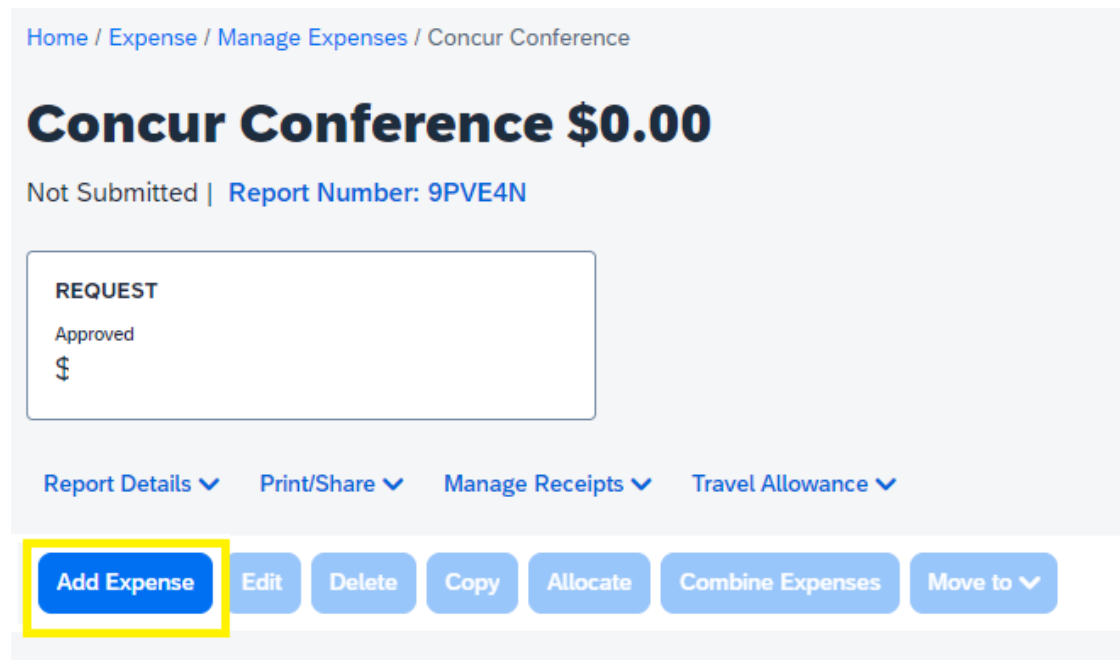
1. From your approved Request, select the **Create Expense Report** button.

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

Add Expense   ✕

| 3 | **+** |
| Available Expenses | Create New Expense **1** |

`inter|` **2**

⌃ 04. Meals and Hospitality

    Meals - Individual International Per Diem   **3**

⌃ 07. Communications

    Ad-Hoc International Phone Plans

    Internet Access - Travel

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.*

    <u>Key Fields</u>:
    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 field

Expense Type *

Meals - Individual International Per Diem	✕ ⌄

Travel End Date *

02/09/2024	🗓

Business Purpose *

Conference/Professional Meeting	⌄

Trip Type *

4. International	⌄

Traveler Type *

Employee	⌄

Per Diem Location *

Paris, FRANCE	✕ ⌄

Number of Travel Days *

4

International Per Diem Reduction Amount ❓

0.00

Payment Type *

Employee Paid	⌄

Amount ❓

0.00

Currency *

US, Dollar (USD)	✕ ⌄

Comment   0/500

Save Expense   **Save and Add Another**   Cancel

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

	Alerts ⬍	Receipt ⬍	Payment Type ⬍	Expense Type ⬍	Vendor Details ⬍	Date ⬍	Requested ⬍
☐	⊗		Employee Paid	Meals - Individual International Per Diem	Paris, FRANCE	02/09/2024	$450.80
							$450.80

Add Expense · Edit · Delete · Copy · Allocate · Combine Expenses · Move to ⌄

Click on the Alerts caret to view the alert

⊗ Alerts: 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

⊗ 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 enter the computed reduction amount or provide justification in the Comment field. https://tcu.box.com/shared/static/5183aguf6rjg02fxjqrlaugtd88omubq.xlsx View

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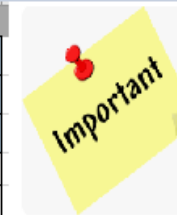
6. Complete required information in the blue fields of Lines 2-8 in the **International Per Diem Reduction Tool**. *Lines 5-8 require information from Concur.* Line 9 will auto calculate. Move to Line 11 to enter all days where you received a meal while traveling.

    <u>Key Fields:</u>
        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	Required information from Concur								
2	Employee Name:	DEMO							
3	Destination Country:	France							
4	Destination City:	Paris							
5	Per Diem per Concur	450.8	Enter per diem AMOUNT from Concur (with no reduction)						
6	Trip Segment Start Date	02/06/2024	Enter MM/DD/YYYY first night in location						
7	Trip Segment End Date	02/09/2024	Enter MM/DD/YYYY of last night in location (or departure day for final travel day)						
8	Number of Segment Days	4	Enter NUMBER of segment days from Concur						
9	Daily Rate	112.70							
10	Date (MM/DD/YYYY)	Breakfast Covered/ Ineligible	Lunch Covered/ Ineligible	Dinner Covered/ Ineligible	Breakfast Adjustment	Lunch Adjustment	Dinner Adjustment	Total Adjustment to Concur	
11					20%	30%	50%	-	
12	02/06/2024				-	-	-	-	
13	02/07/2024				-	-	-	-	
14	02/08/2024				-	-	-	-	
15	02/09/2024				-	-	-	-	
16					-	-	-	-	
17					-	-	-	-	

Important

Users complete fields shaded blue

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. The amount in the orange cell is the total of your reduction amount, and must be entered in Concur.

Required information from Concur								
Employee Name:	DEMO							
Destination Country:	France							
Destination City:	Paris							
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/YYYY first night in location						
Trip Segment End Date	02/09/2024	Enter MM/DD/YYYY of last night in location (or departure day for final travel day)						
Number of Segment Days	4	Enter NUMBER of segment days from Concur						
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		X	X	-	34	56	90	
02/07/2024	X			23	-	-	23	
02/08/2024			X	-	-	56	56	
02/09/2024	X			23	-	-	23	
				-	-	-	-	

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

Expense Type *

Meals - Individual International Per Diem

Travel End Date *

02/09/2024

Business Purpose *

Conference/Professional Meeting

Trip Type *

4. International

Traveler Type *

Employee

Per Diem Location *

Paris, FRANCE

Number of Travel Days *

4

International Per Diem Reduction Amount ⓘ

192.00

Payment Type *

Employee Paid

Amount ⓘ

450.80

Currency *

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**.

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

	Alerts ↓↑	Receipt ↓↑	Payment Type ↓↑	Expense Type ↓↑	Vendor Details ↓↑	Date ↓=	Requested ↓↑
☐			Employee Paid	Meals - Individual International Per Diem	Paris, FRANCE	02/09/2024	$258.80
							$258.80

Buttons: Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to ⌄