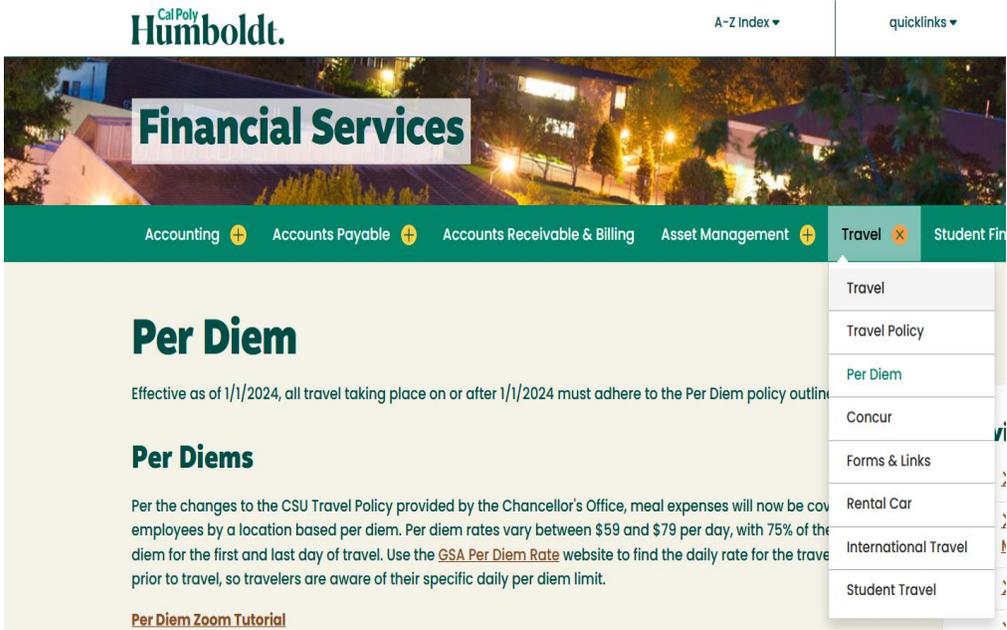
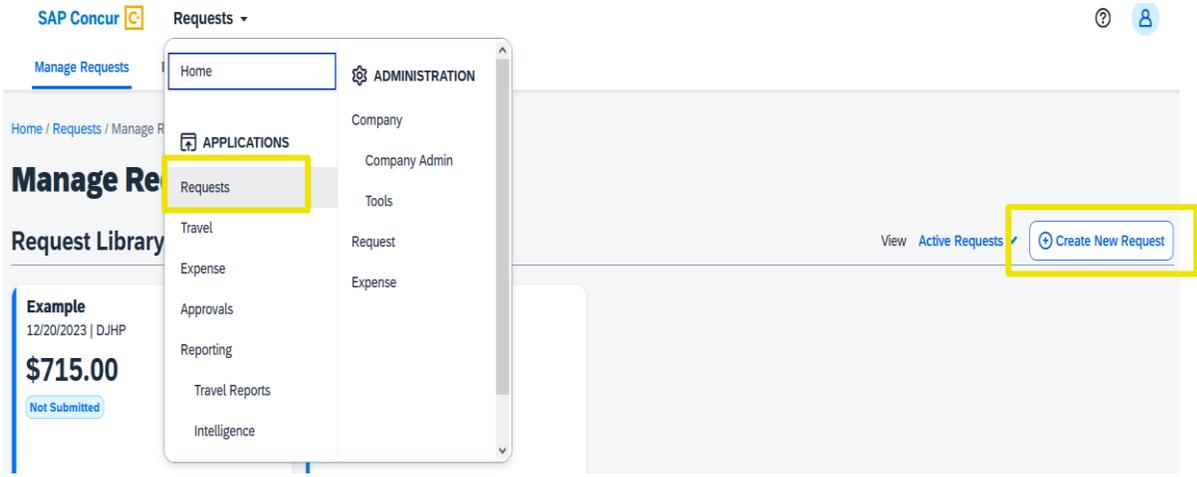


DATE OF LAST UPDATE

Jan 8, 2024

LAST UPDATED BY

Bethany Rapp

STEP	ACTIVITY
<p>First, navigate to our <a href="#">Per Diem webpage</a> to utilize the <a href="#">GSA Per Diem</a> website link. This link will allow you explore the Per Diem rate for your travel destination, including 75% for your first and last day of travel.</p>	
<p>Log into Concur (access through Faculty/ Staff Resources drop down) and <b>Create New Request.</b></p>	

Fill out your necessary Request Header information and select "Create Request". Add your Expected Expenses to the Request, by clicking "Add". Select "Meals & Incidentals Per Diem" if your travel takes place after 1/1/24.

### Add expected expenses and/or travel plans ✕

- 02. Personal Car Mileage
- 03. Transportation
  - Air Ticket
  - Car Rental
  - Ground Transportation
  - Parking/Tolls
  - Railway Ticket
- 04a. Meal & Incidentals Per Diem**
- 04b. Meals - Domestic (Travel prior to 1-1-24)
- 05. Hospitality
  - Hospitality

If you are taking any Personal Days, use the Reduction Amount to reduce the amount of your Per Diem. If there will be no Personal Days, leave this amount as 0. Click "Save" and Concur will calculate your total Per Diem based on your destination location.

## New Expense: 04a. Meal & Incidentals Per Diem

12/01/2023

Allocate

Travel Start Date: 12/01/2023      Travel End Date: 12/03/2023

Destination: Pismo Beach, California ✕ ▾

Reduction Amount \* ?: 0

Amount - Will automatically calculate when you hit save.      Currency: US, Dollar

Comments To/From Approvers/Processors

Save Cancel

Add the rest of your expected expenses and submit your Request.

Manage Requests    Process Requests

Alerts: 1

**Example 2 \$735.00** 

Not Submitted | Request ID: DK9Q

Copy Request    **Submit Request**

Request Details    Print/Share    Attachments

### EXPECTED EXPENSES

Add    Edit    Delete    Allocate

<input type="checkbox"/>	Alerts↑↓	Expense type↑↓	Details↑↓	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>		Hotel Reservation		12/01/2023	\$550.00	\$550.00
<input type="checkbox"/>		04a. Meal & Incidentals Per Diem	Pismo Beach, California	12/01/2023	\$185.00	\$185.00
						<b>\$735.00</b>

## Creating An Expense Report

After your travel, you must create your Expense Report. Go to your originally approved Request and select **"Create Expense Report"**.

### University Partnerships CoP \$3,035.00

Approved | Request ID: DFX9

[Request Details](#) [Print/Share](#) [Attachments](#)

DEPARTS: 1

More Actions

Create Expense Report

Now, you must create a Travel Allowance Itinerary that will automatically calculate your per diem rate. Select the **"Travel Allowance"** drop down, then **"Manage Travel Allowance"**.

### AOA Conference 2024 \$1,155.29

Not Submitted | [Report Number: 55EMHL](#)

#### REQUEST

Approved  
\$2,186.00

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

Add Expense

Edit

Delete

Copy

Allocate

Manage Travel Allowance

Combine Expenses [Move to](#)

Now select **"1 Create New Itinerary"** in the upper left.

#### Travel Allowances For Report: AOA Conference 2024

1 Create New Itinerary

2 Available Itineraries

3 Expenses & Adjustments

#### Assigned Itineraries

Edit

Unassign

Departure City

Date and Time↑

No Assigned Itineraries Found

Add your itinerary information by entering your departure and arrival information, then click "Save".

Travel Allowances For Report: AOA Conference 2024

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Itinerary Info

Itinerary Name Selection  
AOA Conference 2024 Per Diem (Travel post 12.31.23)

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

<input type="checkbox"/>	Departure City <sup>1</sup>	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

### New Itinerary Stop

Departure City  
Arcata, California

Date Time  
01/07/2024 8:00 AM

Arrival City  
Sacramento, California

Date Time  
01/07/2024 2:00PM

[Save](#)

[Go to Single Day Itineraries](#) [Next >>](#) [Cancel](#)

Next, enter your return itinerary information or the next stop along your journey if applicable, then click "Save".

Travel Allowances For Report: AOA Conference 2024

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Itinerary Info

Itinerary Name Selection  
AOA Conference 2024 Per Diem (Travel post 12.31.23)

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

<input type="checkbox"/>	Departure City <sup>1</sup>	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Arcata, California 01/07/2024 08:00 AM	Sacramento, California 01/07/2024 02:00 PM	SACRAMENTO COUNTY, US-CA, US

### New Itinerary Stop

Departure City  
Sacramento, California

Date Time  
01/10/2024 8:00 AM

Arrival City  
Arcata, California

Date Time  
01/10/2024 2:00

[Save](#)

[Go to Single Day Itineraries](#) [Next >>](#) [Cancel](#)

Once your departing and returning travel information has been added, select "Next".

Travel Allowances For Report: AOA Conference 2024

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Itinerary Info

Itinerary Name Selection  
AOA Conference 2024 Per Diem (Travel post 12.31.23)

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

<input type="checkbox"/>	Departure City <sup>1</sup>	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Arcata, California 01/07/2024 08:00 AM	Sacramento, California 01/07/2024 02:00 PM	SACRAMENTO COUNTY, US-CA, US
<input type="checkbox"/>	Sacramento, California 01/10/2024 08:00 AM	Arcata, California 01/10/2024 02:00 PM	HUMBOLDT COUNTY, US-CA, US

### New Itinerary Stop

Departure City  
Arcata, California

Date Time  
Arrival City

Date Time  
Arrival City

[Save](#)

[Go to Single Day Itineraries](#) [Next >>](#) [Cancel](#)

On the following page, click "Next" again.

Travel Allowances For Report: AOA Conference 2024

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Assigned Itineraries

Edit Unassign

Departure City	Date and Time <sup>1</sup>	Arrival City	Date and Time	Arrival Rate Location
Itinerary: AOA Conference 2024				
Arcata, California	01/07/2024 08:00 AM	Sacramento, California	01/07/2024 02:00 PM	SACRAMENTO COUNTY, US-CA, US
Sacramento, California	01/10/2024 08:00 AM	Arcata, California	01/10/2024 02:00 PM	HUMBOLDT COUNTY, US-CA, US

### Available Itineraries

Current Itineraries

Departure City	Date and Time <sup>1</sup>	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

If any of your meals were provided for you (complimentary breakfasts, conference meals, etc) select those by checking the applicable box on the appropriate date, then click "Create Expense".

Travel Allowances For Report: AOA Conference 2024

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location <sup>1</sup>	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/07/2024 Sacramento, California	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
<input type="checkbox"/>	01/08/2024 Sacramento, California	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	01/09/2024 Sacramento, California	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	01/10/2024 Sacramento, California	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

Concur will route you back to your expense report. Concur will have created out of pocket Per Diem payments to you for meals every day, less the amount for any meals marked as being provided.

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts <sup>1</sup>	Receipt <sup>1</sup>	Payment Type <sup>1</sup>	Expense Type <sup>1</sup>	Vendor Details <sup>1</sup>	Date <sup>1</sup>	Requested <sup>1</sup>
<input type="checkbox"/>			Out of Pocket	Meals & Incidentals - Location Based	Sacramento, California	01/10/2024	\$51.75
<input type="checkbox"/>			Out of Pocket	Meals & Incidentals - Location Based	Sacramento, California	01/09/2024	\$69.00
<input type="checkbox"/>			Out of Pocket	Meals & Incidentals - Location Based	Sacramento, California	01/08/2024	\$69.00
<input type="checkbox"/>			Out of Pocket	Meals & Incidentals - Location Based	Sacramento, California	01/07/2024	\$51.75
<input type="checkbox"/>			*CSU-USBank-CBCP	Registration/Fees	AUXILIARY ORGANIZATIONS Palm Springs, California	11/07/2023	\$650.00

For any meals paid for using the state side travel card, select the Expense Type "Meals Charged on Campus Issued Card". Concur will calculate the difference between meals on the travel card, and the out of pocket per diem and issue you a payment for the difference owed to you.

**Allocate** \* Required field

Expense Type \*

**04a. Meal & Incidentals Per Diem**

M&I-Intl, AL, HI & US Poss (Travel prior to 1-1-24)

**Meals Charged on Campus Issued Card**

Reduction

**04b. Meals - Domestic (Travel prior to 1-1-24)**

Currency

US, Dollar (USD)

Comments To/From Approvers/Processors 0/500

Continue to enter all of your relevant expenses and supporting documentation. Once this is complete, you may **"Submit Report"**.

**AOA Conference 2024 \$1,396.79** Delete Report Copy Report **Submit Report**

Not Submitted | Report Number: 55EMHL

**REQUEST**  
Approved  
\$2,186.00

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to

View: Standard