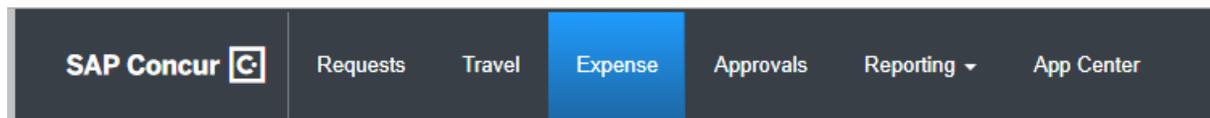


# EXPENSE REPORT: TRAVEL ALLOWANCES

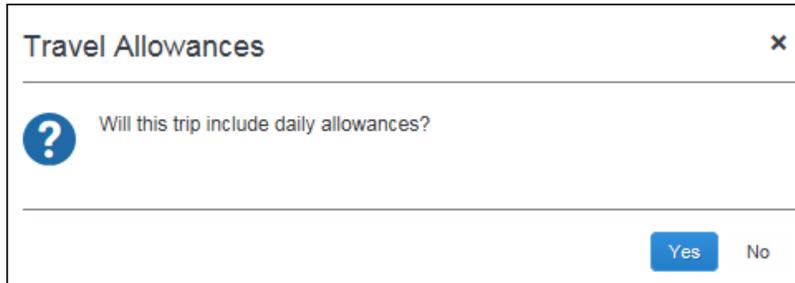


**CAL POLY**  
Strategic Business Services  
ADMINISTRATION & FINANCE

## Create an Itinerary and Expense Report

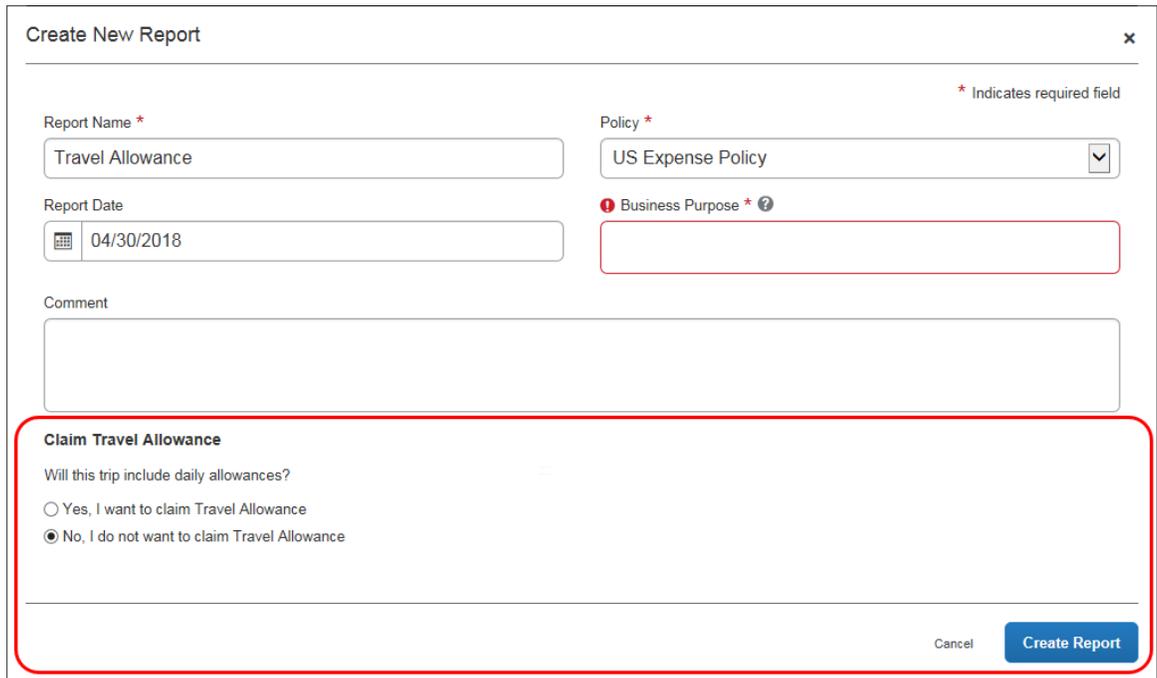
Concur Expense determines if the user is eligible to be reimbursed using the Travel Allowance feature.

NOTE: Travel Allowance MUST be used for International Travel.



A dialog box titled "Travel Allowances" with a close button (x) in the top right corner. The main content area contains a question: "Will this trip include daily allowances?" preceded by a blue question mark icon. At the bottom right, there are two buttons: "Yes" and "No".

The **Claim Travel Allowance** section appears on the **Create New Report** page.



A "Create New Report" form with a close button (x) in the top right corner. The form contains several fields:

- Report Name \***: Text input field containing "Travel Allowance".
- Policy \***: Dropdown menu showing "US Expense Policy".
- Report Date**: Date picker showing "04/30/2018".
- Business Purpose \***: Text input field with a red border and a red exclamation mark icon.
- Comment**: Large text area.
- Claim Travel Allowance**: A section with a red border containing the question "Will this trip include daily allowances?" and two radio button options:
  - Yes, I want to claim Travel Allowance
  - No, I do not want to claim Travel Allowance

At the bottom right, there are "Cancel" and "Create Report" buttons.

The user completes the fields as appropriate. In this example, the "no" option is selected by default in the **Claim Travel Allowance** section. If the report will not be used for Travel Allowance reimbursement, the user keeps the "no" option and clicks **Create Report**.

However, if the report **will** be used for Travel Allowance reimbursement, the user selects **Yes, I want to claim Travel Allowance**. The **Create Report** button changes to **Next**; the user clicks **Next**.

Create New Report ✕

\* Indicates required field

Report Name *	Policy *
<input type="text" value="Travel Allowance"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="US Expense Policy"/>
Report Date	<b>Business Purpose *</b> <span style="font-size: 0.8em;">?</span>
<input style="border-bottom: 1px solid #ccc;" type="text" value="04/30/2018"/>	<input style="border: 1px solid #f00;" type="text"/>
Comment	
<input style="border-bottom: 1px solid #ccc;" type="text"/>	

**Claim Travel Allowance**

Will this trip include daily allowances?

Yes, I want to claim Travel Allowance

No, I do not want to claim Travel Allowance

---

Next: Create report and add itinerary details for your travel allowances

Cancel Next

On the next page, the user completes the itinerary and clicks **Next**,

Travel Allowances For Report: Travel Allowance

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Seattle, Washington 05/08/2018 08:00 AM	Dallas, Texas 05/08/2018 12:30 PM	DALLAS COUNTY, US-TX, US
<input type="checkbox"/>	Dallas, Texas 05/11/2018 07:20 AM	Seattle, Washington 05/11/2018 11:00 AM	KING COUNTY, US-WA, US

New Itinerary Stop

Departure City

Date  Time

Arrival City

Date  Time

On the next page, the user may select an additional itinerary (if desired) and clicks **Next**.

Travel Allowances For Report: Travel Allowance

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

<input type="checkbox"/>	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
<input checked="" type="checkbox"/>	Itinerary: Travel Allowance				
	Seattle, Washington	05/08/2018 08:00 AM	Dallas, Texas	05/08/2018 12:30 PM	DALLAS COUNTY, US-TX, US
	Dallas, Texas	05/11/2018 07:20 AM	Seattle, Washington	05/11/2018 11:00 AM	KING COUNTY, US-WA, US

Available Itineraries

Current Itineraries

<input type="checkbox"/>	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
<input checked="" type="checkbox"/>	Itinerary: TA demo of delete report				
	Seattle, Washington	03/05/2018 08:00 AM	Los Angeles, California	03/05/2018 11:00 AM	LOS ANGELES COUNTY, US-C...
	Los Angeles, California	03/08/2018 04:00 PM	Seattle, Washington	03/08/2018 08:00 PM	KING COUNTY, US-WA, US
<input checked="" type="checkbox"/>	Itinerary: Test GSA				
	Austin, Texas	03/25/2018 12:00 PM	Brownwood, Texas	03/25/2018 04:00 PM	HARRIS COUNTY, US-TX, US
	Brownwood, Texas	03/27/2018 06:00 PM	Austin, Texas	03/27/2018 08:00 PM	TRAVIS COUNTY, US-TX, US

On the next page, the user makes adjustments and clicks **Create Expenses**,

Travel Allowances For Report: Travel Allowance □ ×

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/08/2018 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$166.25
<input type="checkbox"/>	05/09/2018 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$184.00
<input type="checkbox"/>	05/10/2018 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$184.00
<input type="checkbox"/>	05/11/2018 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

The Travel Allowance entries appear on the expense report.

SAP Concur Administration | Help

Requests Travel **Expense** Invoice Approvals App Center Links Profile

Manage Expenses View Transactions Cash Advances

Travel Allowance \$587.50

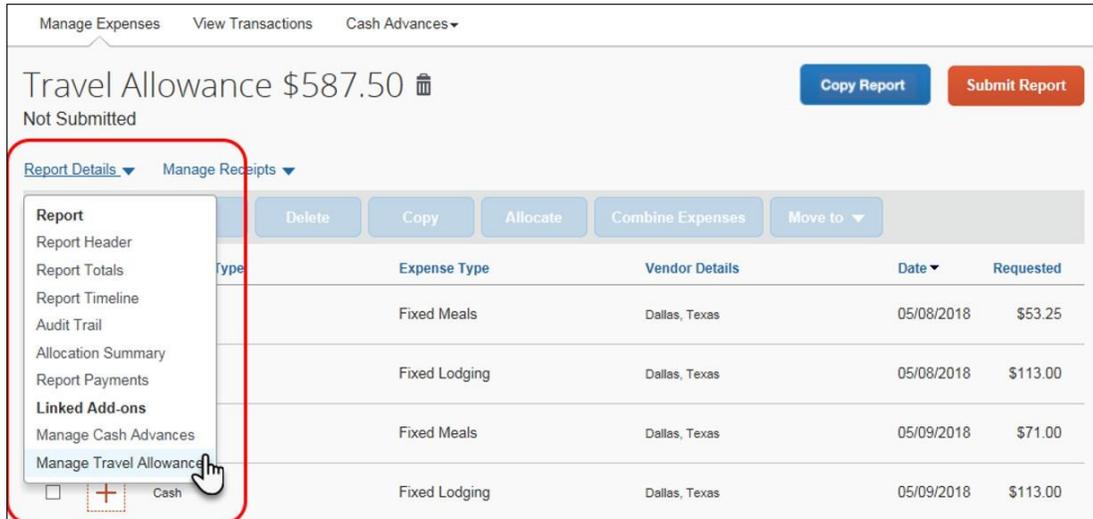
Not Submitted

Report Details Manage Receipts

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Fixed Meals	Dallas, Texas	05/08/2018	\$53.25
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Fixed Lodging	Dallas, Texas	05/08/2018	\$113.00
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Fixed Meals	Dallas, Texas	05/09/2018	\$71.00
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Fixed Lodging	Dallas, Texas	05/09/2018	\$113.00
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Fixed Meals	Dallas, Texas	05/10/2018	\$71.00
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Fixed Lodging	Dallas, Texas	05/10/2018	\$113.00
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Fixed Meals	Dallas, Texas	05/11/2018	\$53.25

## Modify an Itinerary and Make Other Adjustments

To make adjustments to an itinerary that is already attached to an expense report, click **Report Details > Manage Travel Allowances**.



## Travel Allowance Menu Itinerary Management

When the user has travel allowance, **Manage Travel Allowance** displays on a new **Travel Allowance** menu.

