

## To Create Per Diem on Expense Report

1. Go to Travel Allowance and click on Manage Travel Allowance in the list down menu.

**SAP Concur** Expense ▾ Acting as Best, Felton

Manage Expenses Cash Advances

Home / Expense / Manage Expenses / National Assoc of African AM Stu

### National Assoc of African AM Stu \$1,178.02

Ready For Review | Report Number: 65TFD9

REQUEST  
Approved  
\$1,930.69

CASH ADVANCE: 1  
Amount  
\$296.00  
Remaining  
\$228.78

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

**Manage Travel Allowance**

Add Expense Edit Delete Copy Allocate **Manage Travel Allowance** Continue Expenses Move to ▾

<input type="checkbox"/>	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↓	Requested↑		
<input type="checkbox"/>		CCSU P-Card	Hotel	Sonesta Select Austin North Central Austin, Texas	02/18/2024	\$389.52 Allocated Itemized	...	▾

2. Click on Create New Itinerary

Travel Allowances For Report: National Assoc of African AM Stu 🔍

1 **Create New Itinerary** 2 Available Itineraries 3 Expenses & Adjustments

### Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

### Available Itineraries

Current Itineraries ▾ Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

3. Below New Itinerary stop complete the details asked:
  - a. Departure City: Date & Time
  - b. Arrival City: Date & Time.
  - c. Save

Travel Allowances For Report: National Assoc of African AM Stu 🔍 ✕

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Itinerary Info

Itinerary Name: National Assoc of African AM Stu  
 Selection: GSA Per Diem Hotel & Meals

**Add Stop** **Delete Rows**

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

#### New Itinerary Stop

Departure City: Plainville, Connecticut

Date: 02/15/2024 Time: 6:00 AM

Arrival City: Austin, Texas

Date: 02/15/2024 Time: 12:00 PM

**Save**

4. Below New Itinerary stop complete the details asked: (This is for the day when you are returning home 😊)
  - a. Departure City: Date & Time
  - b. Arrival City: Date & Time.
  - c. Save

Travel Allowances For Report: National Assoc of African AM Stu 🔍 ✕

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Itinerary Info

Itinerary Name: National Assoc of African AM Stu  
 Selection: GSA Per Diem Hotel & Meals

**Add Stop** **Delete Rows**

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

#### New Itinerary Stop

Departure City: Plainville, Connecticut

Date: 02/15/2024 Time: 6:00 AM

Arrival City: Austin, Texas

Date: 02/15/2024 Time: 12:00 PM

**Save**

5. Click on Next . It takes you to the next screen below and then click again on Next.

Travel Allowances For Report: National Assoc of African AM Stu 🔍 ×

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Assigned Itineraries

[Edit](#) [Unassign](#)

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
🔍 Itinerary: National Assoc of African AM Stu				
Plainville, Connecticut	02/15/2024 06:00 AM	Austin, Texas	02/15/2024 12:00 PM	TRAVIS COUNTY, US-TX, US
Austin, Texas	02/18/2024 03:00 PM	Plainville, Connecticut	02/18/2024 09:00 PM	HARTFORD COUNTY, US-CT, US

  

### Available Itineraries

Current Itineraries  [Delete](#) [Assign](#)

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

[<< Previous](#) [Next >>](#)

6. So, you are clicking on Next twice.

Travel Allowances For Report: National Assoc of African AM Stu 🔍 ×

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Assigned Itineraries

[Edit](#) [Unassign](#)

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
🔍 Itinerary: National Assoc of African AM Stu				
Plainville, Connecticut	02/15/2024 06:00 AM	Austin, Texas	02/15/2024 12:00 PM	TRAVIS COUNTY, US-TX, US
Austin, Texas	02/18/2024 03:00 PM	Plainville, Connecticut	02/18/2024 09:00 PM	HARTFORD COUNTY, US-CT, US

  

### Available Itineraries

Current Itineraries  [Delete](#) [Assign](#)

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

[<< Previous](#) [Next >>](#)

7. Exclude any meals received and click on Create Expenses.

Travel Allowances For Report: National Assoc of African AM Stu 🔍 ×

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to  Go

Exclude   All <input type="checkbox"/>	Date/Location†	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/15/2024 Austin, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00
<input type="checkbox"/>	02/16/2024 Austin, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$64.00
<input type="checkbox"/>	02/17/2024 Austin, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$64.00
<input type="checkbox"/>	02/18/2024 Austin, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00

<< Previous Create Expenses Cancel

After you click on Create Expenses it takes you to the initial page and you will see that per diem for each day is added.