

Itineraries and Per Diem

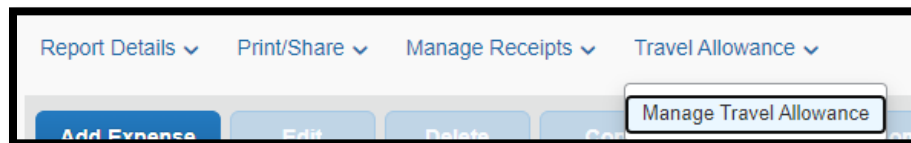
An **Itinerary** is a listing of to/from locations, dates and times that outline a travel objective and serve as the basis for **Per Diem** reimbursement amounts. **Per Diem** is classified as the reimbursement of expenses incurred while in travel status for meals and incidentals. To be eligible for **Per Diem**, the traveler must meet the tests for distance and duration. Distance: The travel distance performed must be such that a traveler cannot reasonably leave from and return to his/her home or office location at the start or close of each day's work schedule. The reasonableness guideline used for the distance test is 60 miles (one-way) or more. Duration: The business trip is overnight or of sufficient duration to qualify as "overnight" absence from the person's home and/or official duty station area. **Per Diem** rates are determined by the US General Services Administration (GSA). Please use this guide to appropriately use **Itineraries** and expense **Per Diem**.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click on **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

Create an Itinerary

4. **Itineraries** are required for all expense reports for Out of State or International trips as well as any In State trips where **Per Diem** or **Lodging** are being claimed.
5. While in the Report Header, the **Itinerary** pop-up box will automatically appear after selecting **Yes** to the question of *Yes, I require Travel Allowance*.
 - a. Please note that if you initially selected No to this question in the Report Header, the **Itinerary** can be accessed again when in the expense report by selecting **Travel Allowance, Manage Travel Allowance**.



- i.
 - b. If a flight was booked through the online booking tool, the **Itinerary** will be available for import.
 - i. Click on the **Import Itinerary** and a pop-up box with all available itineraries will appear. **Click** the box to the left of the correct itinerary and then select **Import**.
 - ii. This will load your flight details automatically.
 1. See steps 25 - 28 if the imported itinerary includes any layovers.
6. If a trip was not booked through the online booking tool, the contracted travel agency or has not yet posted in Concur, you will need to manually create the trip **Itinerary** through the **Create New Itinerary** pop-up.
 7. On the **New Itinerary Stop** on the right side of the screen, enter in the **Departure City, Date** and **Time**.

Itineraries and Per Diem

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8. Please note that **Per Diem** calculation will *begin* based on the **Date** and **Time** entered in the **Departure City** section. If your department allows for time before the transportation start time, please adjust that field accordingly. Also, if personal time was taken, the **Itinerary** should be adjusted to reflect the time away for business only.
9. Enter in the **Arrival City, Date** and **Time**. Please note that the **Arrival City** should be the city where business occurs, not necessarily the city of arrival. For example, if flying into Chicago, Illinois but traveling to Joliet for business, enter Joliet as the **Arrival City**. Also, please note that connecting locations should not be listed unless an overnight stay occurred; only the ending location should be listed. For example, if taking a connecting flight through St. Louis to Chicago, the city of St. Louis should not be listed unless the traveler stayed overnight during their connection to Chicago.
10. Click **Save** and a second **New Itinerary Stop** box will appear for the return information to be entered.
11. By default, the departure/arrival locations will be reversed. Enter in the **Date** and **Time** for the **Departure City** and the **Date** and **Time** for the **Arrival City**.
12. Please note that **Per Diem** calculation will *end* based on the **Date** and **Time** entered in the **Arrival City** section. If your department allows for time after the transportation end time, please adjust that field accordingly. Also, if personal time was taken, the **Itinerary** should be adjusted to reflect the time away for business only.
13. After you enter the required information, click **Save** and then click **Next**.

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14. The **Available Itineraries** section will display any itineraries that have been entered, booked through the contracted travel agency or manually uploaded through an app, but

Itineraries and Per Diem

- not yet expensed. By default, the **Itinerary** just created will be selected. Click **Next** to move to the **Expenses & Adjustments** section.
15. If the **Itinerary** defaulted in is not the one being expensed, click on the **Itinerary** under **Assigned Itineraries** and then click the blue **Unassign** button.
 16. To assign an available **Itinerary**, locate the correct **Itinerary** under **Available Itineraries** and click the blue **Assign** button.
 17. If a personal **Itinerary** that will not be expensed is listed under **Itinerary Available Itineraries**, click on the personal **Itinerary** and click the blue **Delete** button.
 18. Click **Next** to move to the **Expenses & Adjustments** section.
 19. On the **Expenses & Adjustments** section, the **Per Diem** rate for the location(s) will display by date.
 20. For any meals that were provided by the sponsoring organization, click the box for those corresponding meals so that **Per Diem** is appropriately reduced. As provided meals are selected, the **Per Diem** Allowance will be reduced.
 - a. Meals are deducted based on the amounts listed on the GSA website.
 - b. Continental breakfasts, if they are included in the cost of registration, must be deducted.
 - c. Complimentary breakfasts, such as those provided by hotels free of charge, do not have to be deducted.
 21. If the **Itinerary** included any personal dates of travel that were not adjusted and that would not be eligible for **Per Diem**, click the box under the **Exclude** column to exclude those days from the **Per Diem** calculation. Please note that days where no **Per Diem** should be earned must be **Excluded**. Selecting that all meals were provided for the day will still result in \$5 of **Per Diem** earned.
 22. When finished, click on **Create Expenses** and each day of **Per Diem** earned will be displayed as a separate expense entry.

Additional Information

23. Please be aware that an error may appear on your expense report if the dates listed on your **Itinerary** do not match with the **Report/Trip Start/End** dates from the report header. An error may also occur if the trip dates overlay with a previously submitted expense report. Please ensure that these dates are aligned prior to report submission.
24. If **Itinerary** details need to be adjusted after initial creation, click on **Travel Allowance, Manage Travel Allowance** from the expense report page and then select **Available Itineraries**. You will be returned to the **Itinerary** listed on the expense report. Click the **Itinerary** under **Assigned Itineraries** and then click the blue **Edit** button to change the incorrect information.
25. The imported **Itinerary** information will include all flight stops automatically and can erroneously affect the **Per Diem** calculation.
26. For example, actual flight details are departing from Oklahoma City, Oklahoma with a layover in Dallas, Texas to the final destination of Orlando, Florida.

Itineraries and Per Diem

Add Stop	Delete Rows	Import Itinerary	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>			Departure City *		
<input type="checkbox"/>			Oklahoma City, Oklahoma 08/01/2023 08:00 AM	Dallas, Texas 08/01/2023 09:00 AM	DALLAS COUNTY, US-TX, US
<input type="checkbox"/>			Dallas, Texas 08/01/2023 11:00 AM	Orlando, Florida 08/01/2023 04:00 PM	ORANGE COUNTY, US-FL, US
<input type="checkbox"/>			Orlando, Florida 08/06/2023 03:00 PM	Dallas, Texas 08/06/2023 09:00 PM	DALLAS COUNTY, US-TX, US
<input checked="" type="checkbox"/>			Dallas, Texas 08/06/2023 10:00 PM	Oklahoma City, Oklahoma 08/06/2023 11:00 PM	OKLAHOMA COUNTY, US-OK, US

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27. When calculating **Per Diem**, the **Itinerary** may read Dallas, Texas as the final destination city and calculate **Per Diem** at that rate instead of the rate for Orlando, Florida.
28. To fix this miscalculation, click the box or boxes next to the layovers and **Delete** the rows.