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. 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**.
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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.

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.

Click **Save** and a second **New Itinerary Stop** box will appear for the return information to be entered.

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**.

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.

After you enter the required information, click **Save** and then click **Next**.

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
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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.
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.