

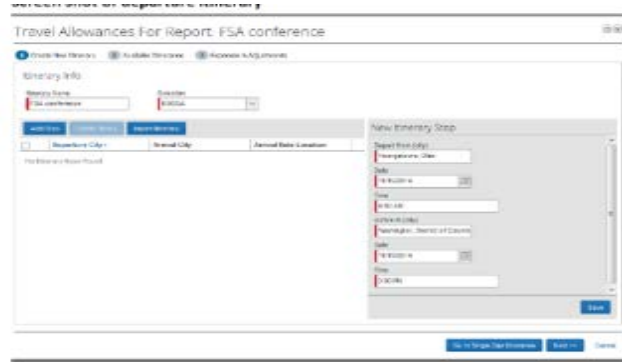
CONCUR QUICK REFERENCE GUIDE

HOW TO ADD FIXED MEALS EXPENSES

YOU MUST HAVE AN OVERNIGHT STAY TO BE REIMBURSED FOR MEALS

The fixed meals expenses are linked to the itinerary. To add the Fixed Meals expenses, you will need to create an itinerary.

Go into Concur and click on your expense report to open the report. Click on the “Details” drop down menu, then click on “New itinerary”. Complete the itinerary with your departure/arrival information to your destination and “Save”.

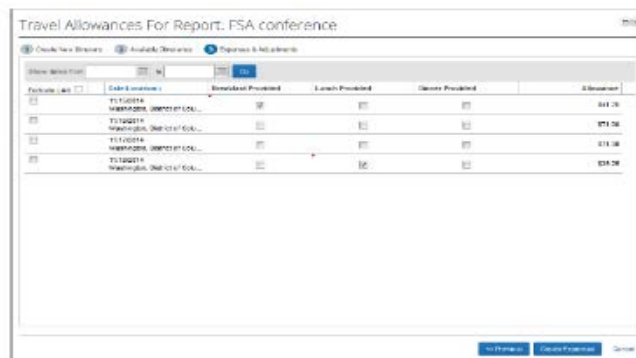


The screenshot shows the 'Travel Allowances For Report: FSA conference' interface. The 'New Itinerary' dialog box is open, displaying fields for 'Departure City', 'Arrival Date', and 'Arrival Date Location'. The 'New Itinerary' section includes a 'Travel Period' dropdown, a 'Date' field, a 'Time' field, and a 'Location' field. There are also fields for 'Breakfast', 'Lunch', and 'Dinner' with checkboxes. A 'Save' button is visible at the bottom right of the dialog.

Complete the itinerary with your departure/arrival return **from** destination and “Save”. The departure city should automatically calculate on the return.

You can also add in multiple dates and destinations by saving each time you enter a leg of the journey. When all legs of your journey are entered, click “Next” to go to the summary of your itineraries. The itinerary you just completed will be in the Assigned Itineraries box. Previous Itineraries will be in the available box.

Click “Next” to go to the Expenses and Adjustments screen.



The screenshot shows the 'Travel Allowances For Report: FSA conference' interface. The 'Expenses and Adjustments' screen is displayed, showing a table with columns for 'Package', 'Date of Expense', 'Breakfast Provided', 'Lunch Provided', 'Dinner Provided', and 'Allowance'. The table contains four rows of data for travel dates 11/1/2014, 11/2/2014, 11/3/2014, and 11/4/2014, all for the destination 'Washington, District of Col...'. The allowance amounts are \$44.00, \$73.00, \$11.00, and \$28.00 respectively. There are 'Exclude' checkboxes for each row. A 'Next' button is visible at the bottom right.

Package	Date of Expense	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/1/2014 Washington, District of Col...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$44.00
<input type="checkbox"/>	11/2/2014 Washington, District of Col...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$73.00
<input type="checkbox"/>	11/3/2014 Washington, District of Col...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$11.00
<input type="checkbox"/>	11/4/2014 Washington, District of Col...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00

All meals for your dates of travel by day will appear. The per diem rate for these meals is based on the date of travel and destination. According to YSU guidelines per diem reimbursements are allowed at 75% first and last day, 100% any days in between.

Click in the “Exclude” box (left-hand side) to turn any days off or “All” at the top to turn off all day’s meals. Click on any of the individual boxes for Breakfast, Lunch, Dinner to turn off any individual meals that you will not be reimbursed for or that were included as part of a conference.

Click “Create Expenses”. This will add the expense – Fixed Meals to your Expense Report. You will not be on the Expense Report screen.

CONCUR QUICK REFERENCE GUIDE

ITINERARY ERROR MESSAGE AND CORRECTION

Approval Flow for Report: SICB 2018

X

This report could not be submitted. This report contains at least one itinerary with a single itinerary row. An itinerary is not valid until it has at least two rows. Please add another row to complete the itinerary.

Go to the “Details” drop down menu and select “Available Itineraries” under Travel Allowances.

The itinerary screen appears, click on the itinerary so that it is highlighted and choose the “Edit” button above the itinerary.

Complete the itinerary with 2 lines—(1) trip out to destination and (2) return trip from destination and click Save.

The screenshot shows the 'Travel Allowances For Report: FSA conference' window. It has three tabs: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The 'Available Itineraries' tab is active. Under 'Assigned Itineraries', there is an 'Edit' button and a table with the following data:

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: FSA conference				
Youngstown, Ohio	11/15/2014 09:00 AM	Washington, District of Columbia	11/15/2014 03:00 PM	DISTRICT OF COLUMBIA, US-DC,...
Washington, District of Columbia	11/18/2014 03:00 PM	Youngstown, Ohio	11/18/2014 09:00 PM	MAHONING COUNTY, US-OH, US

Under 'Available Itineraries', there is a 'Current Itineraries' dropdown menu, 'Delete' and 'Assign' buttons, and a table with the same headers as above. Below the table, it says 'No Available Itineraries Found'. At the bottom right, there are 'Previous' and 'Next' buttons.

Click Next. This will show your complete itinerary.

Click Done to go back to your Expense screen