Overview
From the University Financial Policy on per diems:
- If authorized by the school or unit, you can request per diem payments for meals and lodging expenses.
- The university will reimburse expenses up to the federal per diem rate.
- Per diems will not be paid in advance of a trip.

This Guide covers the process of adding per diem requests to an expense report. Specifically, it provides instructions on how to create an itinerary and how to enter any required adjustments to the per diem request.

Adding Per Diem Requests to Expense Reports
Step 1: Create an Itinerary
1. Create a new expense report, or select an open report.
2. Click the Details link, and then select New Itinerary. The Travel Allowances window appears.
3. The Itinerary Name field is pre-populated with the name of the expense report, but you can change it if desired.
4. Select the type of per diem request from the Selection field. Your options are:
   - Meals Only
   - Meals and Lodging
   - Lodging Only
5. Under New Itinerary Stop, enter the following information:
   - Name of the Departure City
   - Date and Time you left the departure city.
   - Name of the Arrival City
   - Date and Time you arrived at the destination.
6. Click Save.
7. Enter the information for your return trip:
   - The **Departure City** and **Arrival City** fields are pre-populated, but can be changed, if necessary.
   - Enter the **Date** and **Time** you left the departure city.
   - Enter the **Date** and **Time** you arrived at the destination.

8. Click **Save**.

9. Click **Next**. The Available Itineraries screen appears.

10. Confirm the itinerary and then click **Next**. The Expenses and Adjustments screen appears.
**Step 2: Enter Adjustments and Create Expenses**

The Expenses and Adjustments screen displays each day of the trip as a separate row. You can make adjustments to the amount of per diem requested for each day.

1. In each row, select the meals that were provided for you for that day. If you select a meal(s), the amount in the **Allowance** column will be reduced automatically.
   - To eliminate an entire day’s per diem request, select the **Exclude** checkbox at the far left of the row for that day.
   - Per University Policy, the first and last days of a trip are only eligible for a maximum of 75 percent of the total per diem rate.

2. When you have completed entering your adjustments, click **Create Expenses**.

The per diem requests for each day are added to the expense report.

**NOTE:** If you selected **Meals and Lodging** as the type of per diem request, the expenses are separated into two expense types: **Per Diem Meals and Incidentals** and **Daily Allowance (Lodging)**.
Resources

Quick Reference Guides and Online Tutorials
Quick Reference Guides provide step-by-step instructions on a number of common tasks in Concur, and online tutorials present a video walk-through of how to perform various tasks and procedures within the system. Both the Guides and online tutorials are available at: travel.harvard.edu/concur-training

Concur Support
24 hour support is available through the Concur Support Desk at 866-793-4040. You can also access the Concur Support Portal within the system by clicking the Help menu, and then selecting Contact Support.