Quick Reference Guide: 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 the 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.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.

**Create an Itinerary**

3. **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.
4. If in the Report Header, the **Itinerary** pop-up box will automatically appear after clicking **Yes** to the question of **Will this expense report include either **Lodging** or **Per Diem** expenses?**
   a. Please note that if this step was initially skipped in the Report Header, the **Itinerary** can be accessed again when in the expense report by selecting **Details** under the report name and then **New Itinerary**.
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i. If a flight was booked through the online booking tool, the Itinerary will be available for import.

   i. Click **Import Itinerary** and a pop-up box will 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.
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1. See step #31 if the imported itinerary includes any layovers.

5. If a trip was not booked through the online booking tool, the contracted travel agency or hasn’t yet posted in Concur, you will need to manually create the trip **Itinerary** through the **Create New Itinerary** pop-up.

6. On the **New Itinerary Stop** box on the right side of the screen, enter in the **Departure City, Date and Time**.

7. 

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 travelling 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. 

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

12. 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**.

13. 
14. Please note that Per Diem calculation will \textit{end} based on the \textbf{Date} and \textbf{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.

15. Enter in the required information, click \textbf{Save} and then click \textbf{Next}.

16. The \textbf{Available Itineraries} section will display any itineraries that have been entered, booked through the contracted travel agency or manually uploaded through an app, but not yet expensed. By default the \textbf{Itinerary} just created will be selected and click \textbf{Next} to move to the \textbf{Expenses & Adjustments} section.

18. If the \textbf{Itinerary} defaulted in is not the one being expensed, click on the \textbf{Itinerary} under Assigned Itineraries and then click the blue \textbf{Unassign} button.

19. To assign an available \textbf{Itinerary}, locate the correct \textbf{Itinerary} under Available Itineraries and click the blue \textbf{Assign} button.

20. If a personal \textbf{Itinerary} that will not be expensed is listed under Available Itineraries, click on the personal \textbf{Itinerary} and click the blue \textbf{Delete} button.

21. Click \textbf{Next} to move to the \textbf{Expenses & Adjustments} section.
22. On the Expenses & Adjustments section, the Per Diem rate for the location(s) will display by date.

23. Please note that Concur calculates Per Diem using a 24 hour timeline that begins at 12:00 AM and ends at 11:59 PM. For most trips travelers are in travel status only partially on the first and last days of travel. Instead of displaying partial days of Per Diem on both the first and last days, Concur makes the first day in travel status a full day and deducts any partial hours from the last day. Since the calculation displays this way it can appear that travelers are not earning the correct amount of Per Diem on the last day of travel however, please note that the amount was added to the first day.

24. For any meals that were either 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.

25. 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
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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 25% of **Per Diem** earned.

27.

28. When finished, click on **Create Expenses** and each day of **Per Diem** earned will be displayed as a separate expense entry.

Additional Information

29. 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 trip dates overlap with a previously submitted expense report. Please ensure that these dates are aligned prior to report submission.

30. If **Itinerary** details need to be adjusted after initial creation, click on **Details** from the expense report page and then select **Available Itineraries**. You will be returned to the **Itinerary** listed on the expense report. Click the
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**Itinerary** under **Assigned Itineraries** and then click the blue **Edit** button to change the incorrect information.

31. The imported **Itinerary** information will include all flight stops automatically and can erroneous affect the **Per Diem** calculation.

32. Example: Actual flight details are departing from Oklahoma City, Oklahoma with a layover in Dallas, Texas to the final destination as Orlando, Florida.

33. 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.
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a.

34. To fix this miscalculation, **click** the box(s) next to the layovers and **Delete** the rows.

35.