Quick Reference Guide: 
Per Diem – In Lieu of Lodging

**Per Diem - In Lieu of Lodging** is classified as the additional $10 per lodging night that travelers are allowed by policy in per diem reimbursement when traditional lodging costs were not incurred due to the traveler’s election to stay with relatives or friends during the travel objective. Please use this guide to appropriately expense **Per Diem - In Lieu of Lodging**.

Accessing Concur
1. Go to [Travel.ou.edu](http://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.

Cash/Out of Pocket Charges
3. **Per Diem - In Lieu of Lodging** can only be recorded as a Cash/Out of Pocket charge since it is in lieu of an actual charge for lodging. Click on + **New Expense** at the top of the screen.
4. Either type in **Per Diem - In Lieu of Lodging** in the Expense Type search bar at the top right of the expense report or scroll through the list of All Expense Types at the bottom right of the expense report and select **Per Diem - In Lieu of Lodging**.
5. Enter in the Transaction Date by using the calendar option or type in the date using the format of **MM/DD/YYYY**. The date used should be the first date that **Per Diem - In Lieu of Lodging** began.
6. Type in the Number of Nights that **Per Diem - In Lieu of Lodging** is being claimed in the Number of Nights field.
7. The standard daily rate of $10 is automatically loaded in the Rate field.
8. Change the Payment Type to Cash/Out of Pocket.
9. The Amount field will stay at $0 until the expense is saved.
10. Click Save.
11. No Receipt is required for **Per Diem - In Lieu of Lodging**.

Additional Information
12. **Per Diem - In Lieu of Lodging** can also be used to adjust the GSA per diem rate if a department sets a standard rate. For example, departments that limit travelers to $15 per day in **Per Diem** can enter 15 in the Rate field and Exclude all other **Per Diem**.
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calculations in the Itinerary. Please see the document on Itineraries and Per Diem for more information.

13. If using this option as an adjustment to Per Diem, enter a Comment to note the reason for an amount other than $10.

14. Note that this option cannot be used to exceed the amount a traveler would normally have earned for Per Diem.