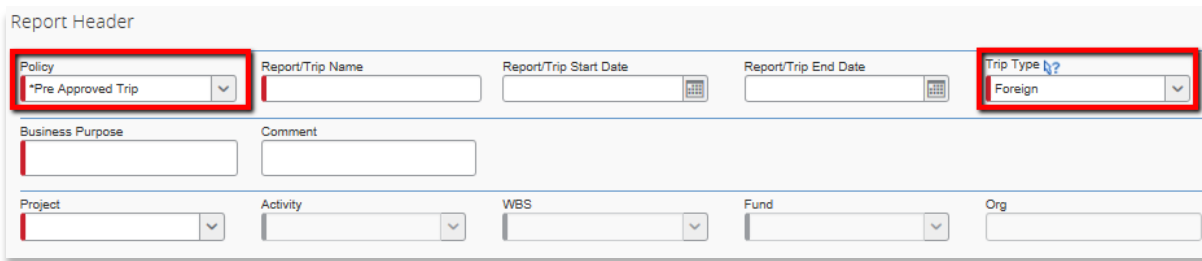## Differences between a Domestic and Foreign Expense Report

Objective: Highlight important differences between foreign and domestic expense reports.

1. When filling out the required fields marked in red on the *Report Header*, **select** *Pre Approved Trip* from the *Policy* dropdown and *Foreign* for the *Trip Type*.
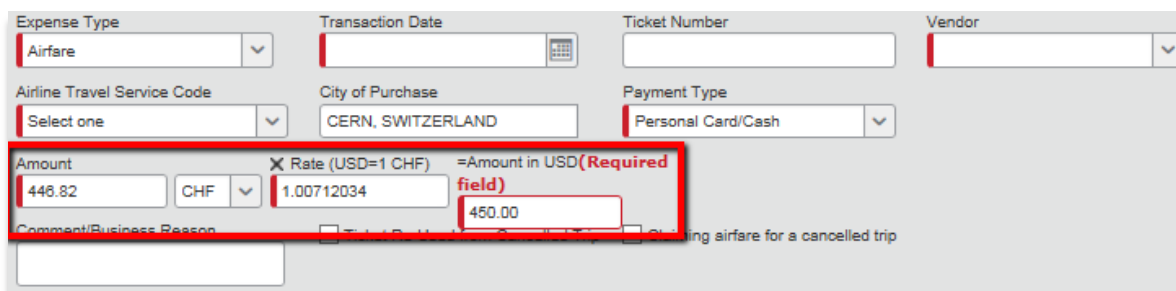

2. When creating expenses for purchases in other countries, Concur will automatically set up currency conversion. **Enter** either the U.S. dollar amount or the foreign currency amount for the purchase in their respective box, and Concur will automatically convert the value.
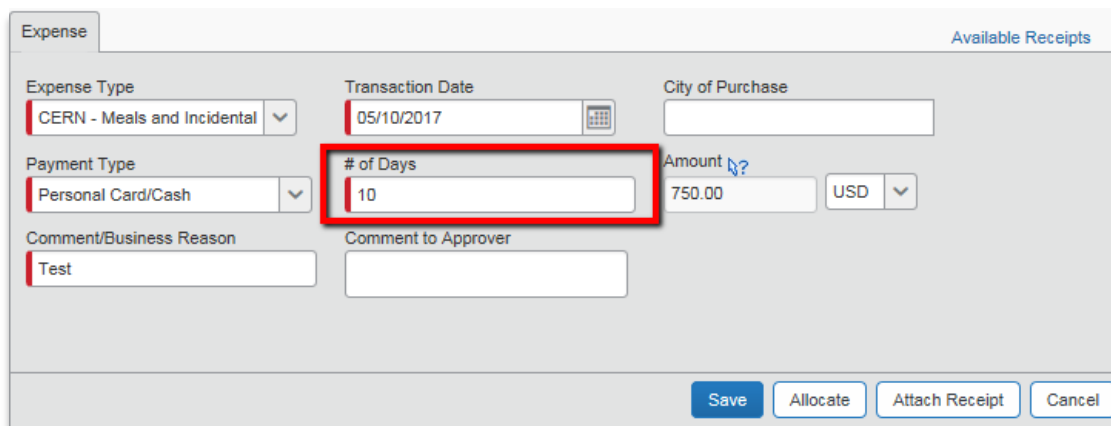

3. If you travel to CERN, be sure to **use** the *CERN – Meals and Incidentals* expense for M&IE instead of the automatically generated expense. This expense has the $75 reduced per diem built in and automatically calculates the per diem amount after you enter the *# of days* and hit *Save.*

4. After itemization, the *Travel Allowance* checkbox that appears in the *Lodging and the Lodging Tax* expenses compares the actual amount that you are claiming to the lodging per diem amounts established for your business location.

This checkbox works differently depending on whether the business location is *Foreign* or *Domestic*. Concur has built-in functionality to check the Travel Allowance checkbox for you as necessary. However, it is important for you to understand the difference:

<u>**For Domestic:**</u> *Travel Allowance* box in *Lodging* is checked and unchecked in *Lodging Taxes*. This is because *Domestic* lodging per diem rates are exclusive of taxes/fees. Therefore, taxes do not need to be included in the comparison of actual lodging to per diem rates.

<u>**For Foreign:**</u> *Travel Allowance* box is checked in both, *Lodging and Lodging Taxes*. This is because *Foreign* lodging per diem rates are inclusive of taxes/fees. Therefore, taxes must be included in the comparison of actual lodging to per diem rates.