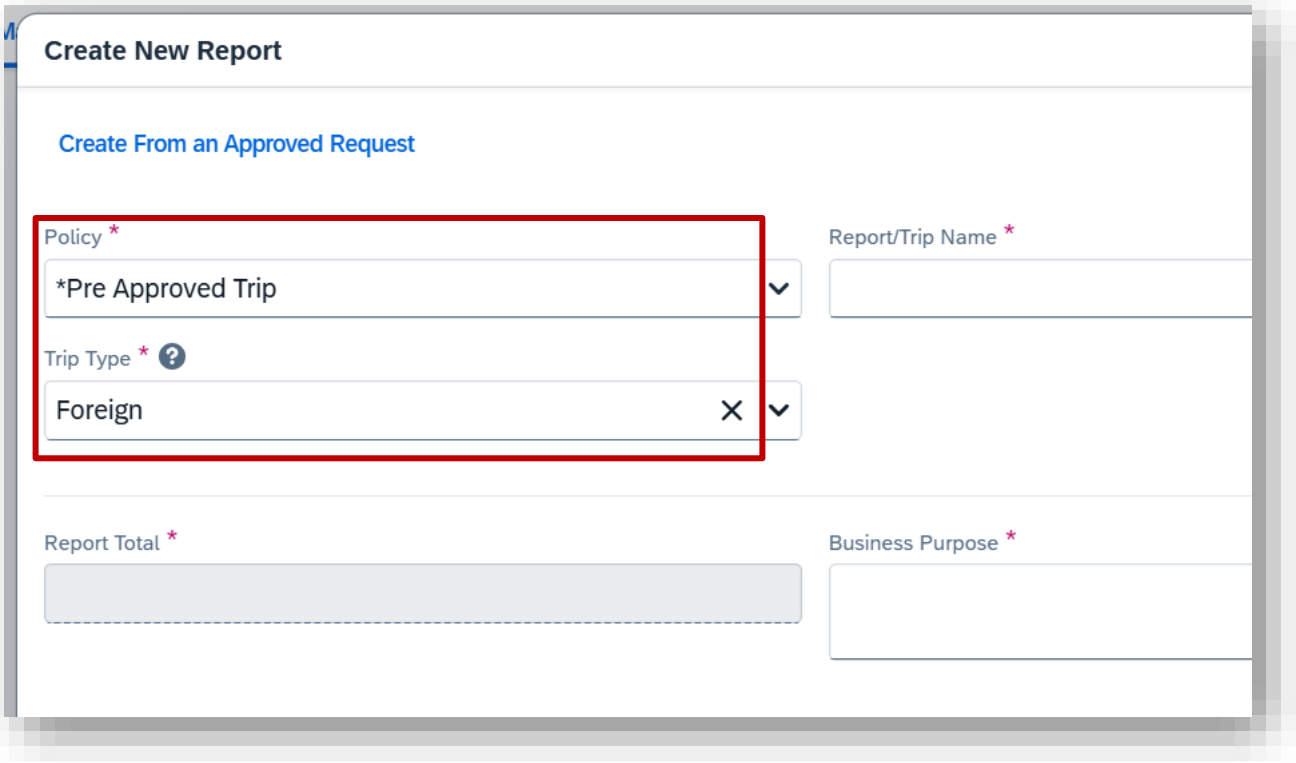
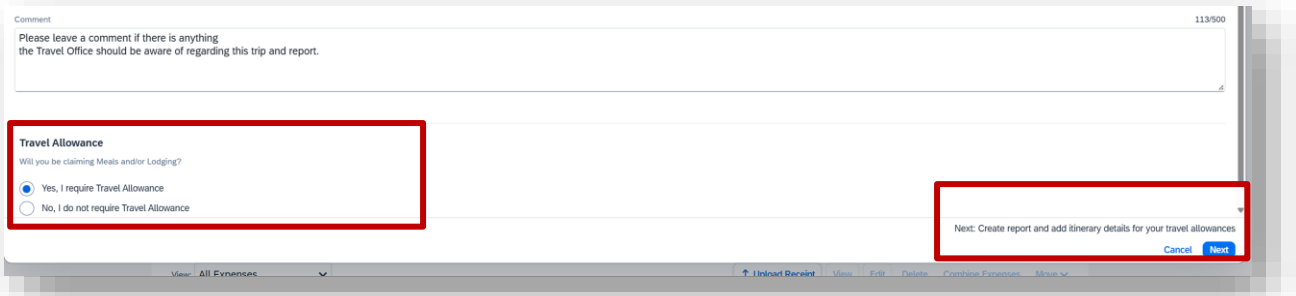
# How to Create Foreign Expense Report

**Objective**: Learn How to Create Foreign Expense Report

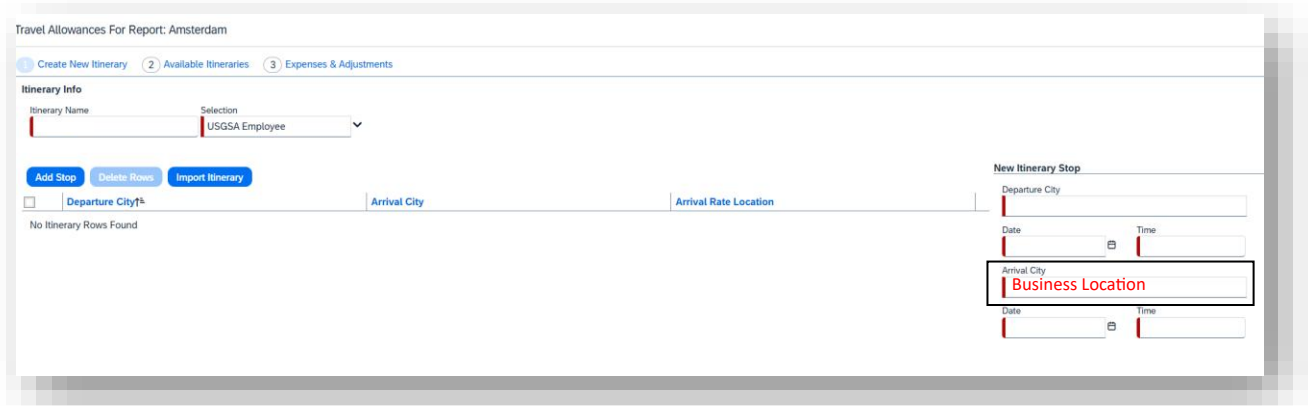
1. When filling out the required fields marked in red on the *Report Header*, **click** *Policy* and **select** *Pre Approved Trip*. **Click** *Trip Type* and **select** *Foreign* for the foreign expense.




2. **Select** either '*Yes, I require Travel Allowance'* or '*No, I do not require Travel Allowance'*. If you **select** *Yes* and **click** *Save, Travel Allowance* page will appear. You can create your travel itinerary and Concur will automatically calculate the M&IE for the trip.



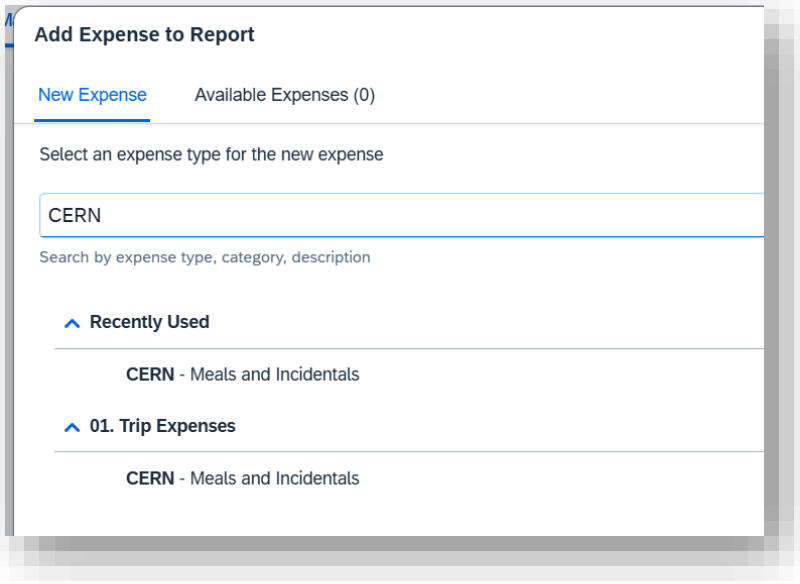
3. Create your itinerary completely and **click** *Expenses & Adjustment.* Once you reach *Expenses & Adjustments* tab, you will see all your M&IE expenses.



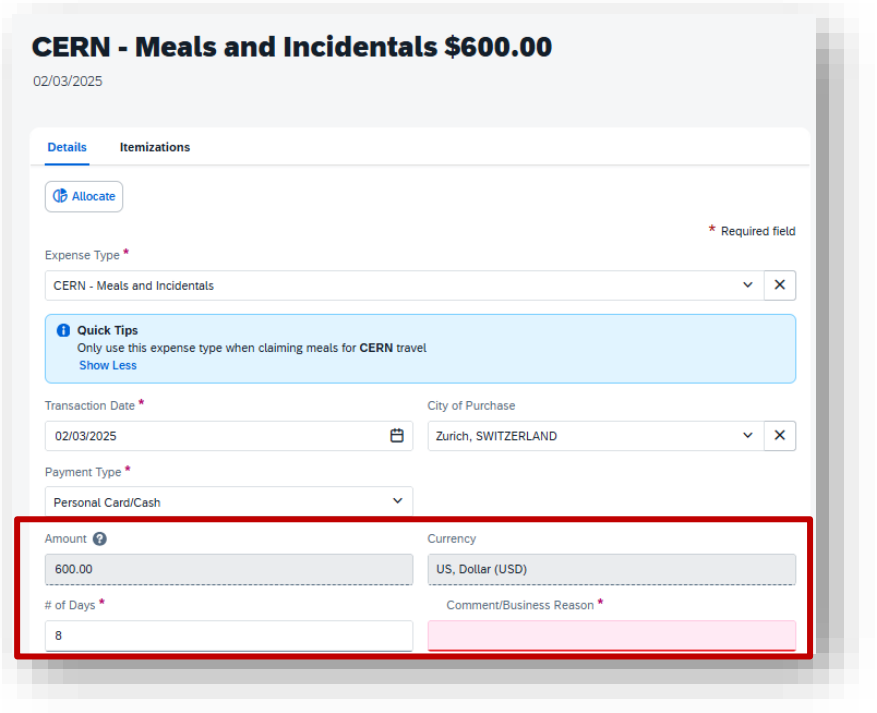

M&IE should be claimed based on business location. The arrival city and lodging location do not impact the applicable M&IE rate unless there is a specific business justification. Please enter the business location in the *'Arrival City'* field to reflect the correct business location.

When a trip includes more than one SLAC business destination and the cities involved have different per diem rates, the per diem rate for each calendar day is determined by the location where the lodgings are obtained for that night and are calculated automatically in Concur.

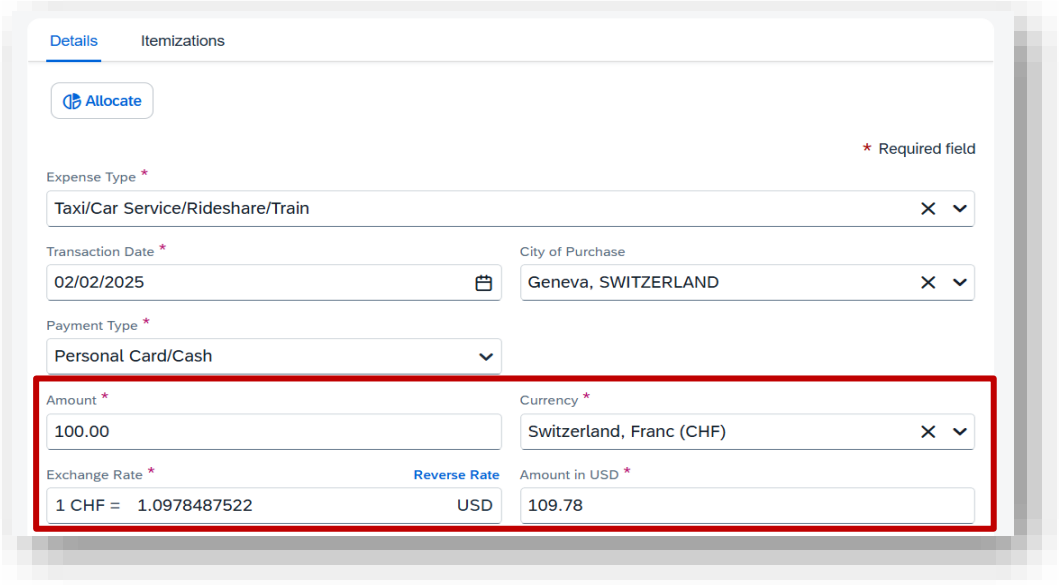
4. If you travel to CERN, be sure to use the *CERN – Meals and Incidentals* expense for M&IE instead of the automatically generated expense. This expense has the reduced per diem built in and automatically calculates the per diem amount after you **enter** the *# of days* and **hit** *Save*.



Please note that CERN has a reduced per diem of $75 per day, not 75 CHF.

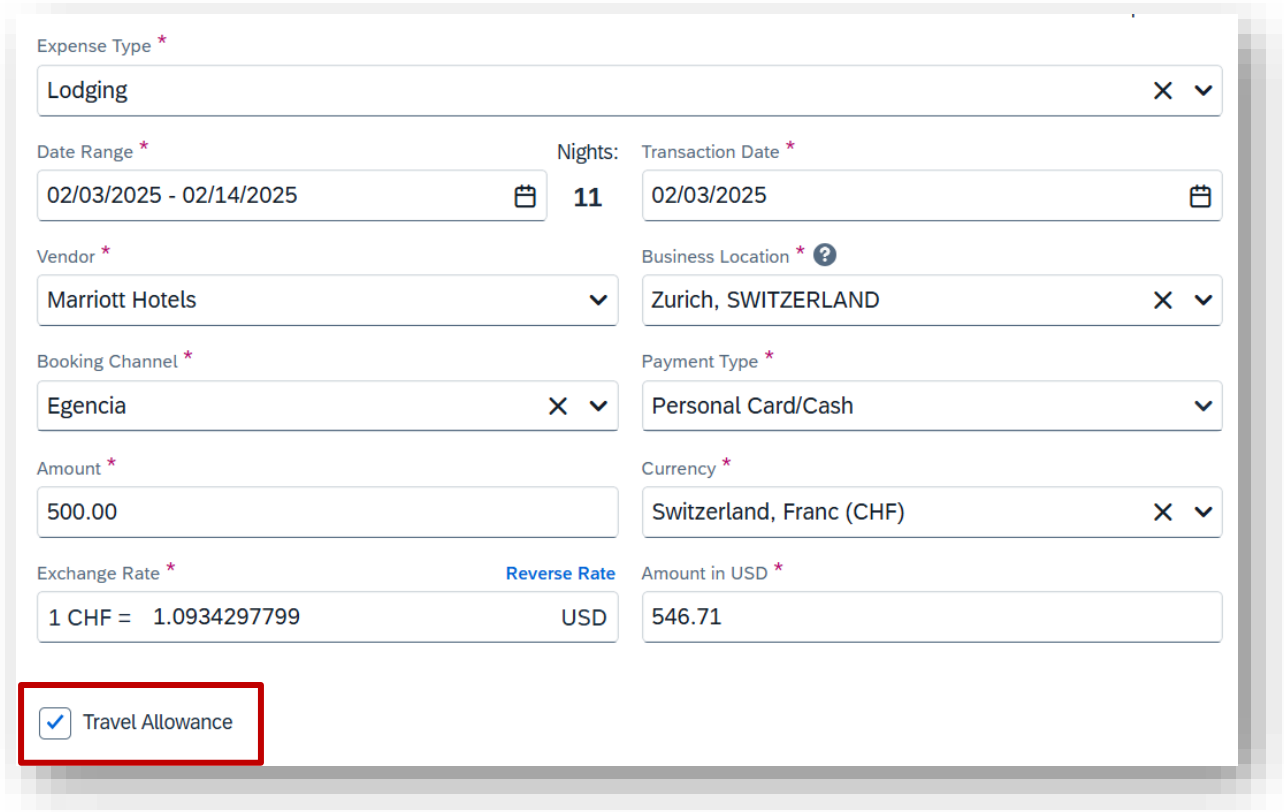



5. When creating expenses for purchases in other countries, Concur will automatically set up currency conversion. **Enter** either the **U.S. dollar** amount or the **foreign currency** amount for the purchase in their respective box.




Concur will automatically calculate and display the converted value. When a foreign currency amount is entered, the system populates the exchange rate based on the **transaction date**.

6. For Lodging expense, **check** *Travel Allowance* box. Since foreign lodging per diem rates is inclusive of taxes/fees. Therefore, taxes must be included in the comparison of actual lodging to per diem rates.




All expenses **over $75** must be supported by an **itemized receipt**.
If the expense was not paid using a SLAC TCard, proof of payment is also required.