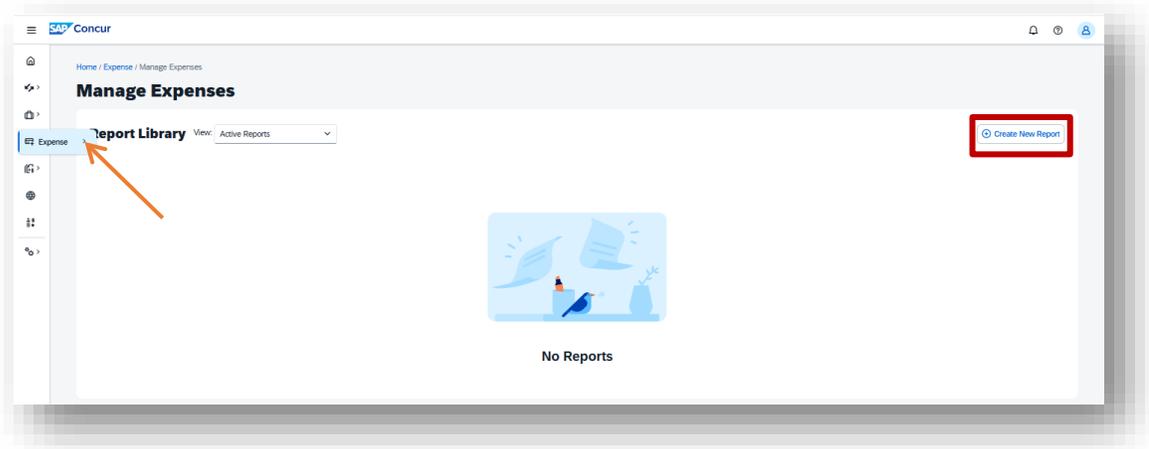
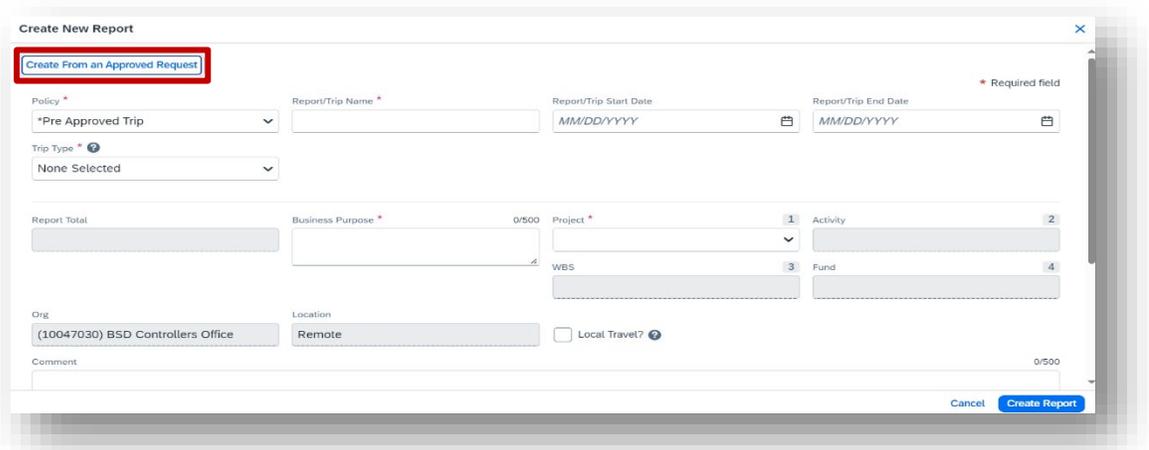


Objective: Learn how to create a travel itinerary and claim Meals & Incidental Expenses (M&IE) from a new expense report, as well as how to add or update a [Travel Allowance Itinerary on an existing report](#) or [add meals for CERN travel](#).

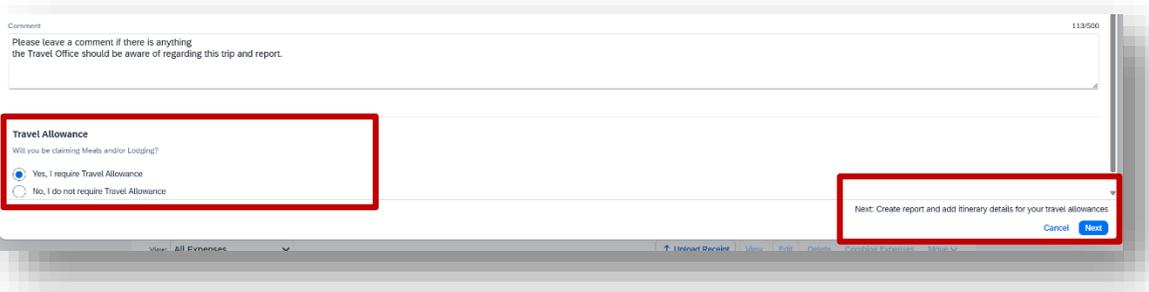
1. Click the **Expense** Tab and select *Create New Report*



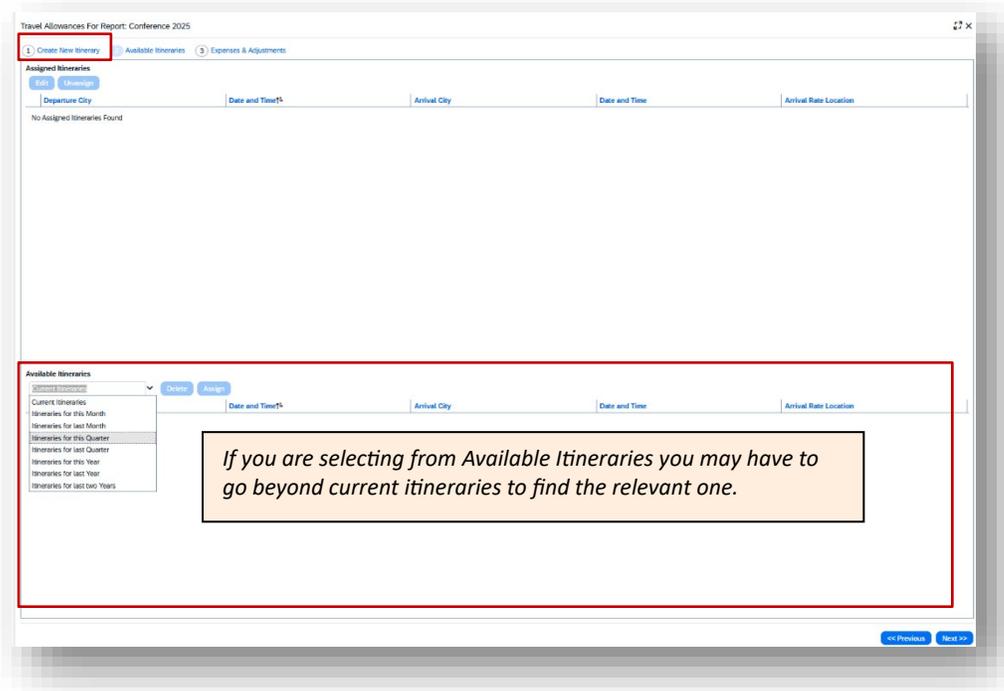
2. Select *Create from an Approved Request* and choose your corresponding request.



3. 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.



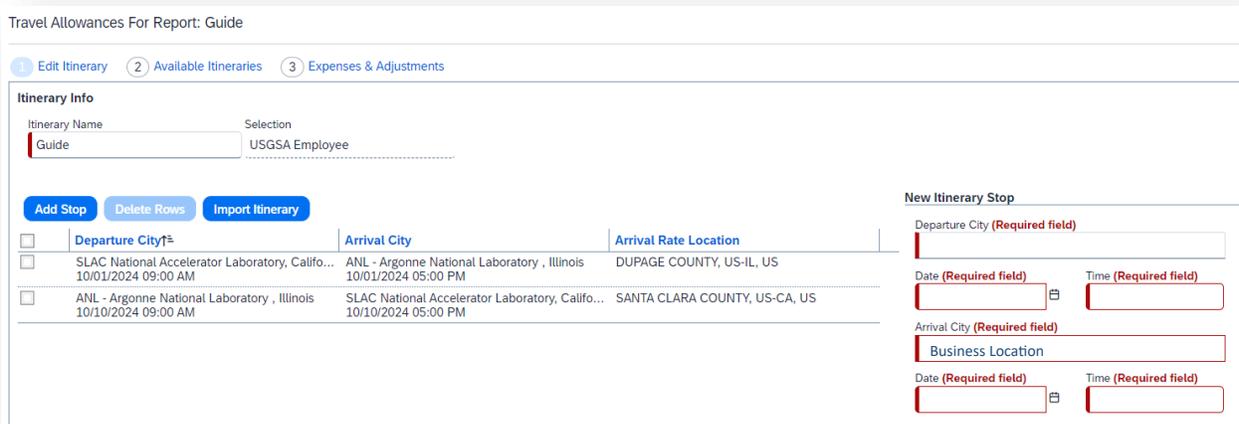
- In the **itinerary** window, click “1. Create New Itinerary” at the top left of the page, or select “Available Itineraries” from the bottom section of the window.



- Create your itinerary completely. Enter business location in **Arrival City**. Click **Save** and **Next**.



M&IE must be claimed based on the business location. Arrival or lodging cities do not affect the applicable M&IE rate unless there is a specific business justification. Enter the business location in the **Arrival City** field to ensure the correct rate is applied.



When a trip includes multiple SLAC business destinations with different per diem rates, Concur automatically calculates the correct rate for each day based on the city where lodging is obtained for that night.

- You'll be taken to the **Expenses & Adjustments** screen. Make any necessary adjustments by checking the appropriate boxes in case you want to exclude any of the meal allowances. If you travel to CERN, **click Cancel** and use [CERN- Meals and Incidentals Expense](#).

Travel Allowances For Report: Guide

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

| Exclude All <input type="checkbox"/> | Date/Location ¹ | Breakfast Provided | Lunch Provided | Dinner Provided | Over 30 days | Allowance |
|--|--|--------------------------|--------------------------|--------------------------|--------------------------|-----------|
| <input type="checkbox"/> | 10/01/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$60.00 |
| <input type="checkbox"/> | 10/02/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$80.00 |
| <input type="checkbox"/> | 10/03/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$80.00 |
| <input type="checkbox"/> | 10/04/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$80.00 |
| <input type="checkbox"/> | 10/05/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$80.00 |
| <input type="checkbox"/> | 10/06/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$80.00 |
| <input type="checkbox"/> | 10/07/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$80.00 |
| <input type="checkbox"/> | 10/08/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$80.00 |
| <input type="checkbox"/> | 10/09/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$80.00 |
| <input type="checkbox"/> | 10/10/2024 ANL - Argonne National Laborato... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$60.00 |



For any personal days, check the **Exclude** box for those dates.
If meals were provided, select the corresponding meal (breakfast, lunch, or dinner) for that day.



- Check **“Over 30 days”** if the trip exceeds 30 days.
- For trips originally estimated to last more than 30 days, the reduced per diem rate (55%) applies from day one.
 - If the trip was originally under 30 days but later extended, the regular rate applies for the first 30 days, and the 55% rate applies starting on day 31.

- Once done, **click Create Expenses** You will now see your travel allowance in your expense report

❖ Create a Travel Allowance Itinerary for an existing report

- Click the **Expense** tab. Open the existing expense report.

Home / Expense / Manage Expenses

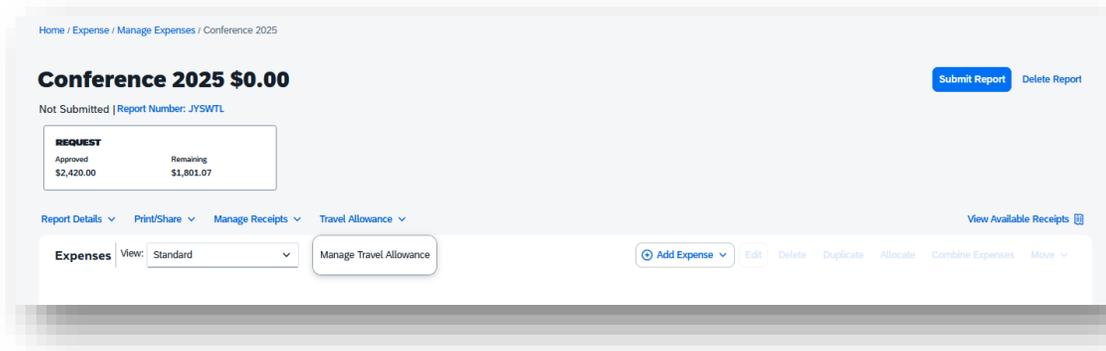
Manage Expenses

Expense >

Report Library View: This Year

| Report Name ¹ | Status ¹ | Report Date ¹ | Report Date Range ¹ | Amount ¹ | Requested ¹ | Due Employee ¹ |
|--|---------------------|--------------------------|--------------------------------|---------------------|------------------------|---------------------------|
| Conference 2025 No: JYSWTL / ID: BBAR11D90546424993C0 | Not Submitted | 12/04/2025 | 04/12/2025 - 04/18/2025 | \$0.00 | \$0.00 | > |
| test No: 644USW / ID: D1ADB49EBCA349238A81 | Not Submitted | 11/06/2025 | | \$0.00 | \$0.00 | > |

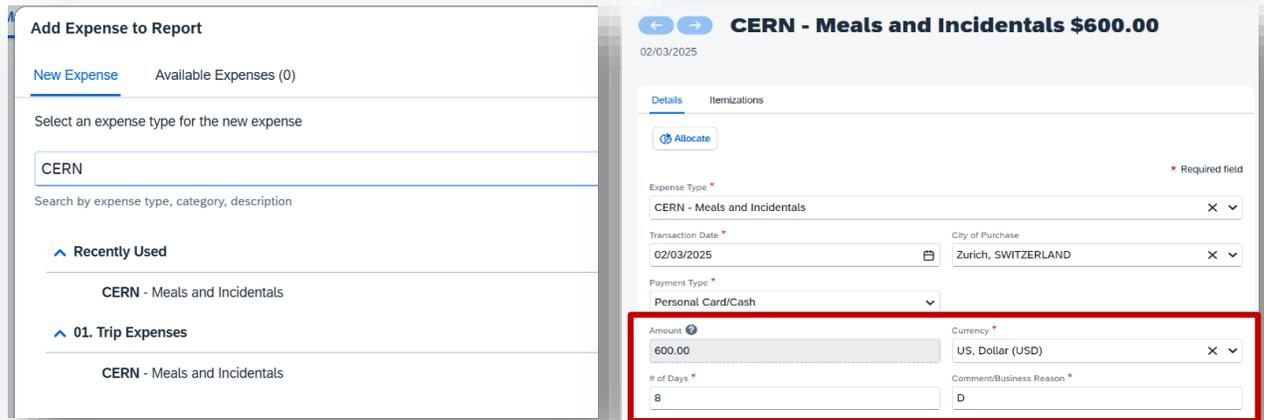
9. Click **Travel Allowance**. Under Travel Allowance section, click **Manage Travel Allowance**.



10. Follow [steps 4-7 above](#).

❖ How to create CERN – Meals and Incidentals expense for M&IE

11. 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 **select Save**.



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