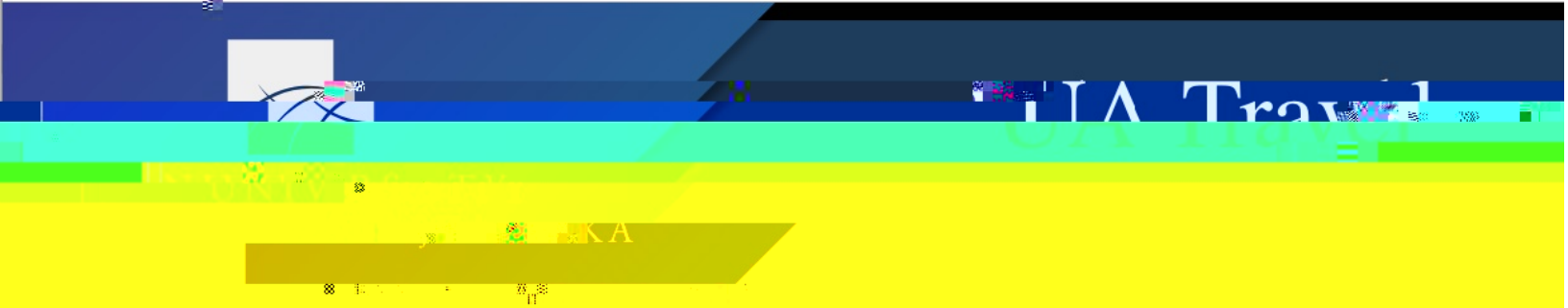# Create a Travel Allowance

All Reports for completed trips should include a Travel Allowance. The Travel Allowance defines the traveler's time in travel status, applies the MI&E allowance to their Report, and determines

Note: Including personal days in the Travel Allowance results in inaccurate calculations on allowable per diem. Including layovers/intermediate stops may also result in inaccurate per diem calculations.

For example, in the following screenshots, the actual itinerary includes an extended stay at the business location and a layover in Anchorage on the return. The itinerary entered reflects the

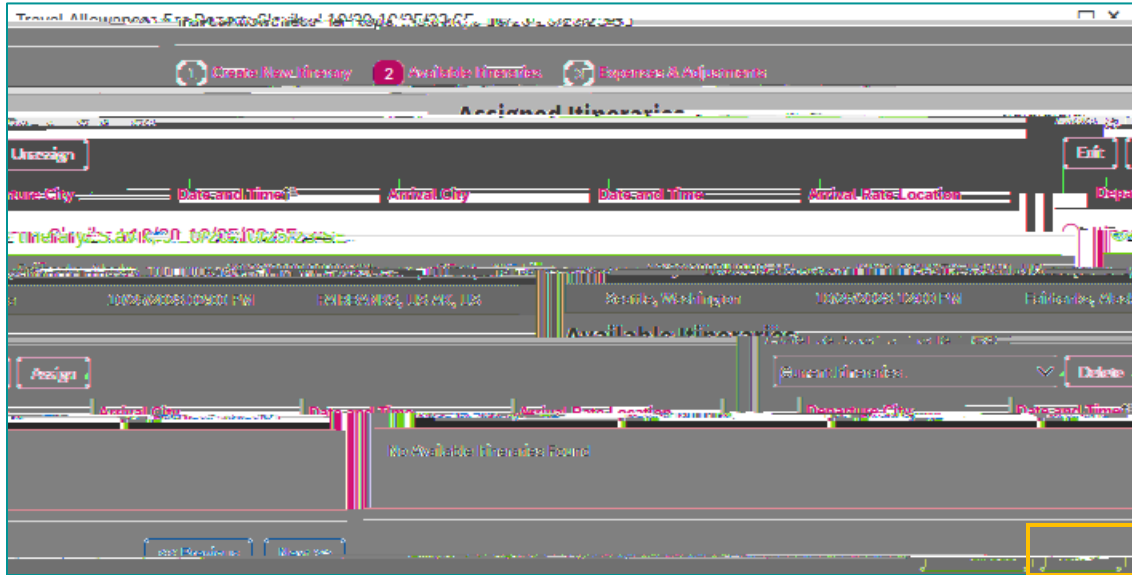3. Once the itinerary is complete, click Next
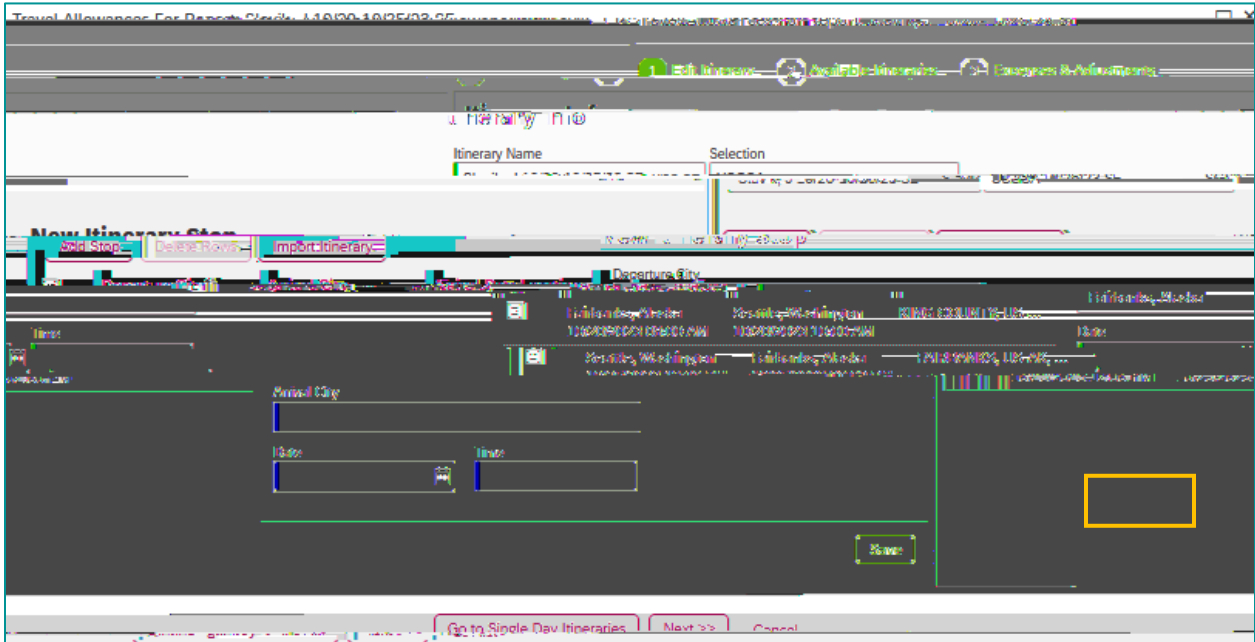
Hot Tip: Selecting Import Itinerary provides some available trip itineraries. If the correct itinerary is available and assigned, this negates the need to manually enter each leg.
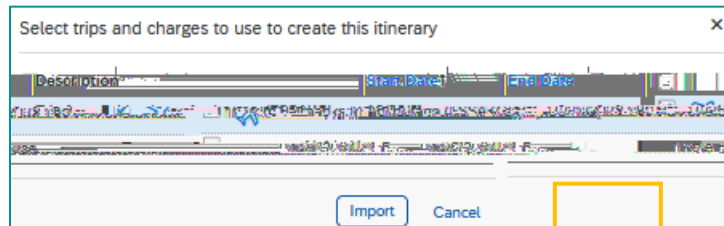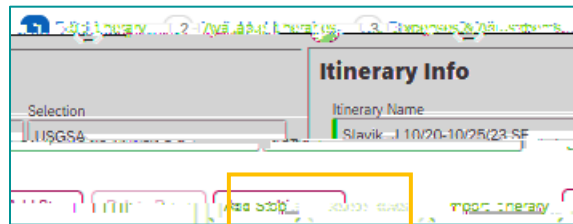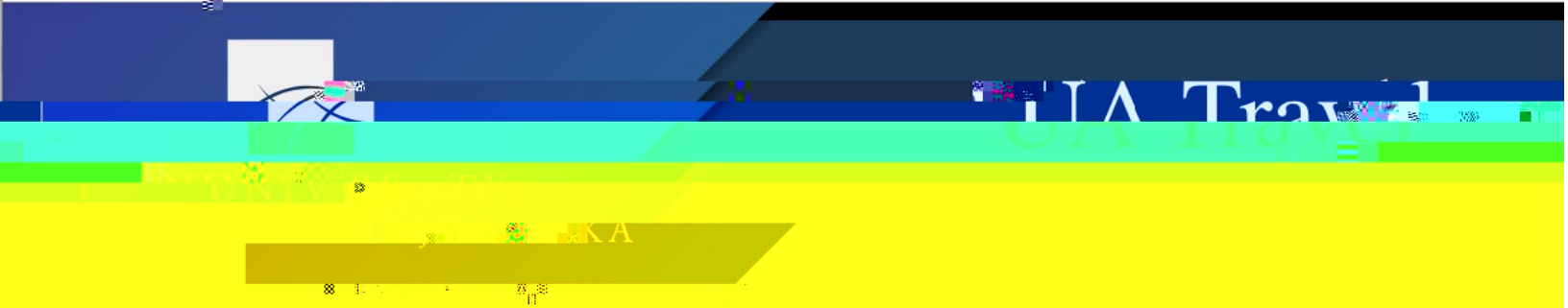
4. Verify the itinerary is correct and click Next

5. In Expenses & Adjustments, review M&IE allowances and click Create Expenses to assign the Travel Allowance to the Report
   a. Concur calculates the business location GSA rate and displays the daily allowable M&IE in Expenses & Adjustments
   b. Users can exclude provided meals, full days, or all per diem by checking the associated boxes
   c. The Allowance column provides total daily M&IE after deducting provided meals or excluded days
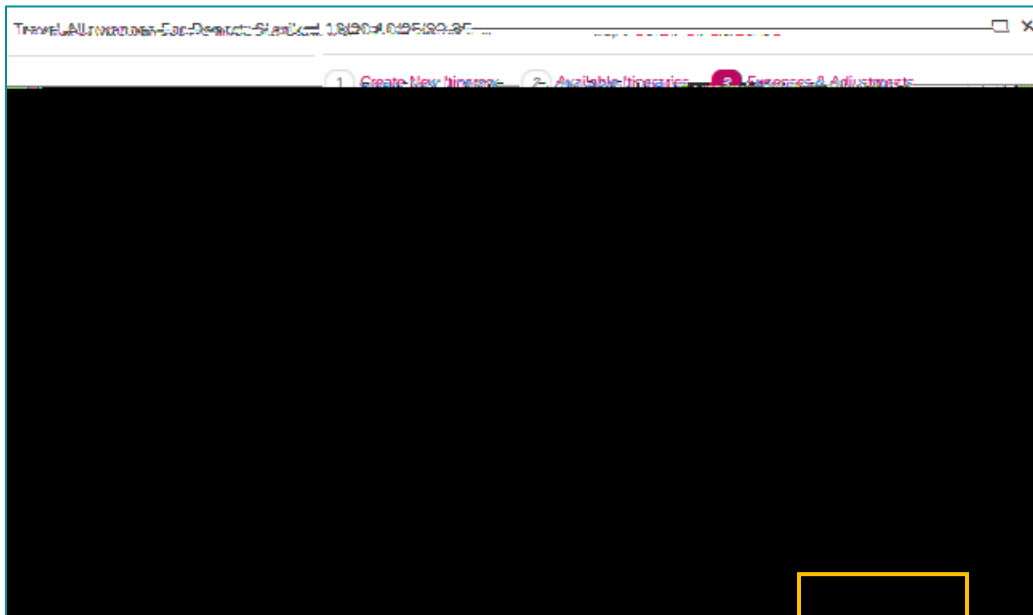
6. "Daily Per Diem" based on the Travel Allowance generates as expenses on the Report
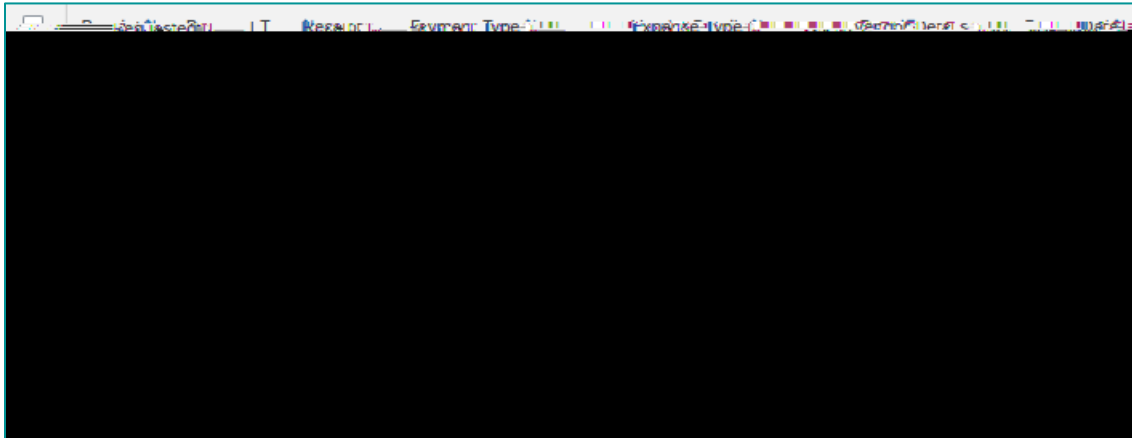
7. Access the Travel Allowance from the Travel Allowance drop-down menu to Edit or Unassign the information
    a. Only unsubmitted Reports are changeable
    b. Click Update Expenses on the Expenses & Adjustments tab to recalculate M&IE allowances
    c. The "Daily Per Diem" expense is not editable under Expenses

Troubleshoot

Problem: The Travel Allowance is alerting that the itinerary already exists.

Solution: The itinerary is already entered (usually from another Report) and listed under Travel Allowances: Available Itineraries. Assigning the existing itinerary will resolve the error alerts.

Under Available Itineraries, select the appropriate filter option from the drop-down menu. Select the itinerary, assign it to the Report, and edit if needed.