

SAP Concur Travel Allowance Walkthrough User Guide – Creating a Travel Request with Travel Allowance in Concur

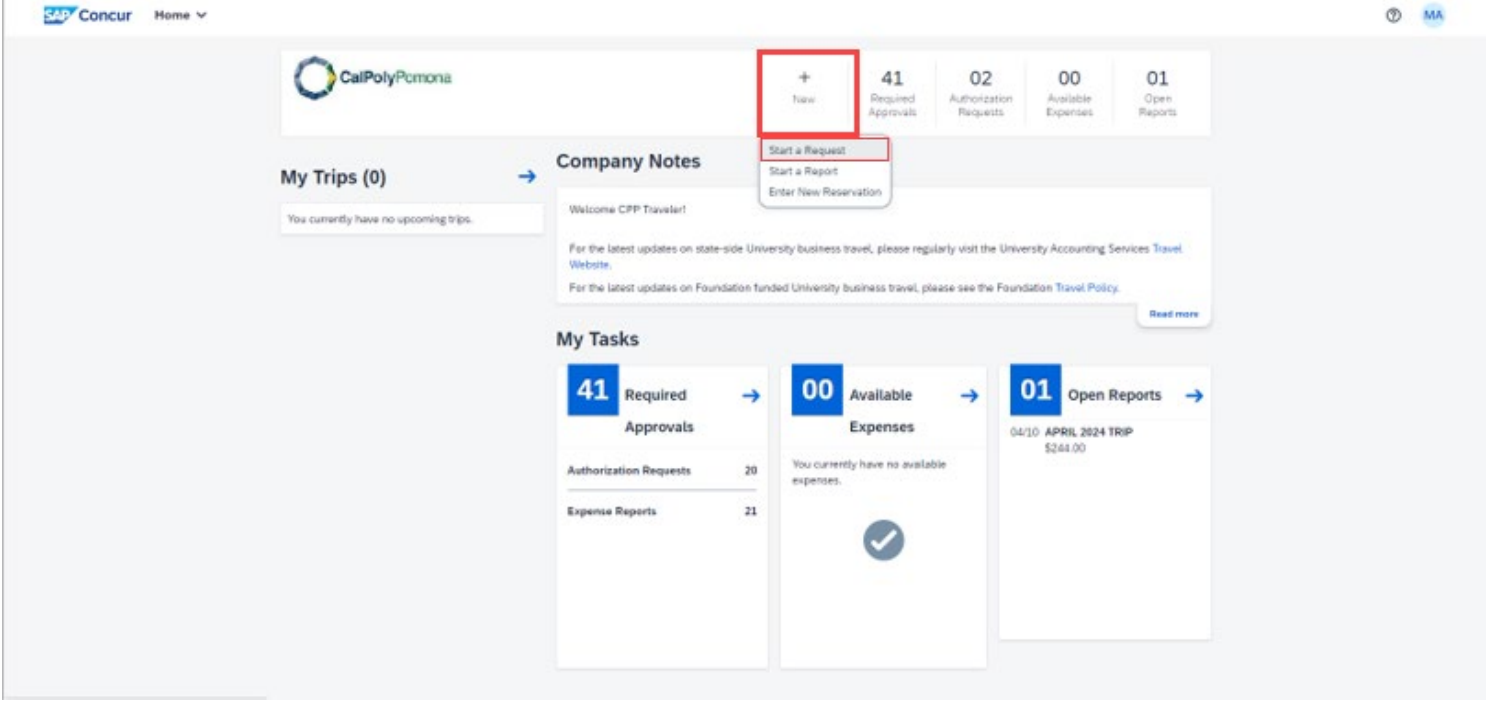
General Information

A Travel Request is required to be completed and approved for all travel types and funding sources (State, Foundation and ASI), prior to booking travel arrangements and departure. To remain in compliance with Executive Orders and the CSU Travel Procedures, approval must be obtained prior to travel as follows:

- ❖ All travel for faculty and staff, Domestic and International: HEERA Manager/Chair
- ❖ All travel for faculty, Domestic and International: College Dean
- ❖ All travel for faculty and staff, Domestic: Vice Presidents Sub-Delegates
- ❖ All International travel for faculty and staff: Provost/Vice President & Risk Management
- ❖ All High Hazard International travel for faculty and staff: Provost/Vice President & Risk Management

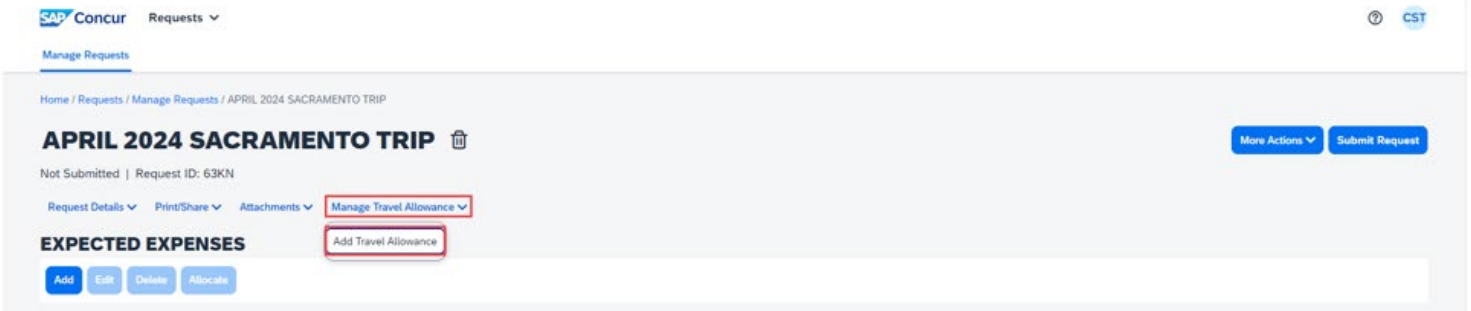
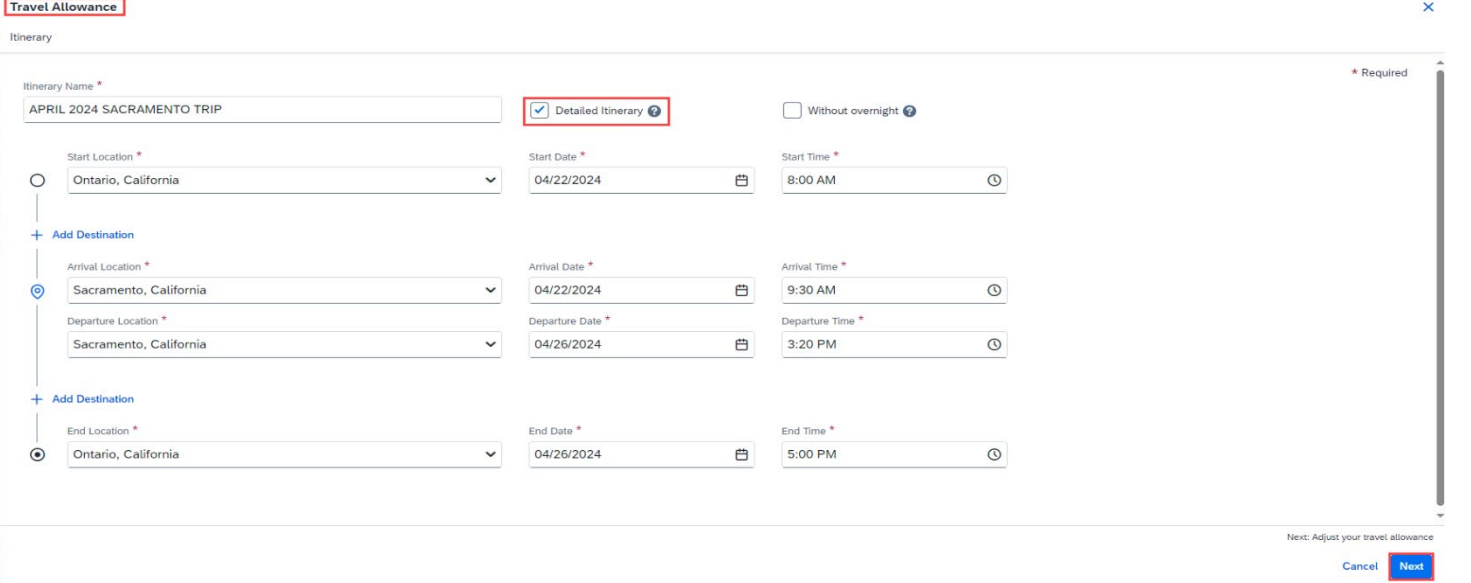
This guide is specifically designed to walk you through the process of creating a travel request that includes travel allowances. For a detailed walkthrough of all expense types, please refer to the [Concur Training Library](#) section of the University Accounting Services Travel website.

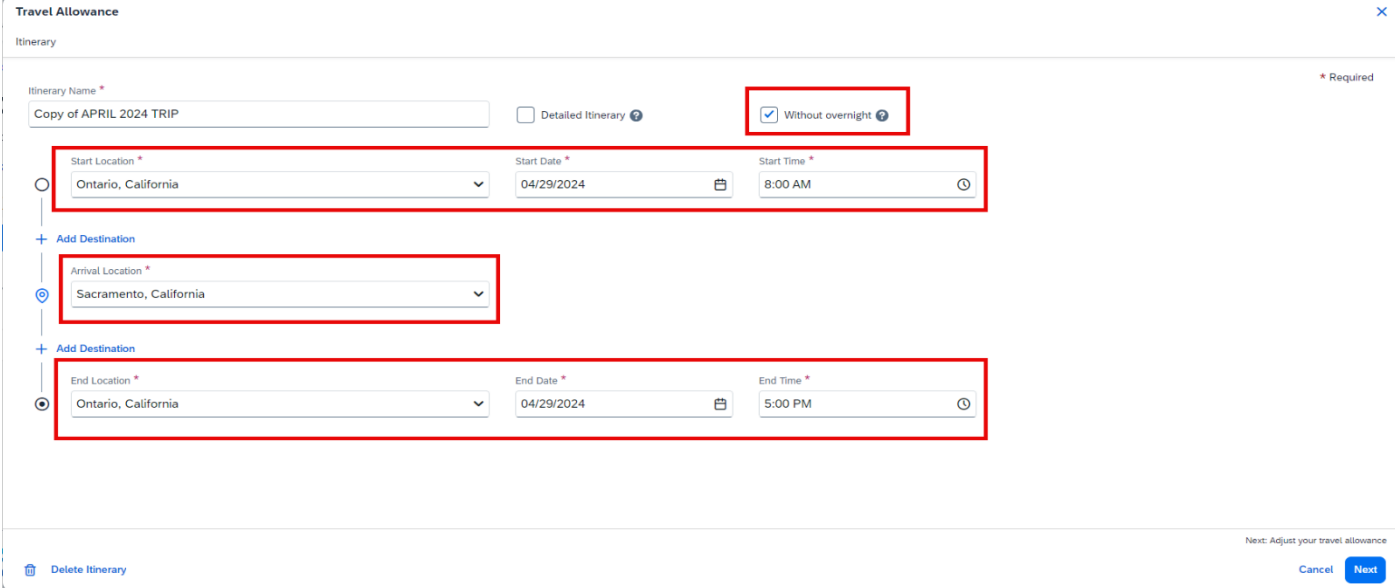
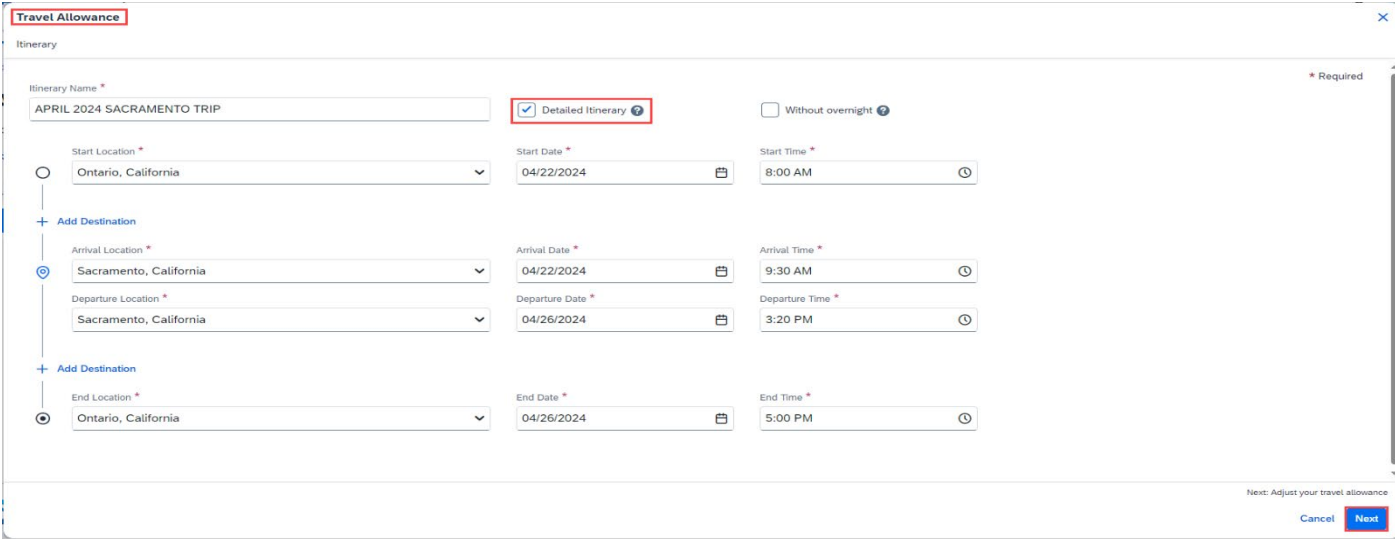
Creating a New Travel Request with Travel Allowance

Processing Steps	Screenshot
<p>Click on New and select Start a Request.</p>	 <p>The screenshot displays the SAP Concur user interface for CalPoly Pomona. At the top, there is a navigation bar with the SAP Concur logo and a 'Home' dropdown. Below this, the user's name 'MA' is visible. The main dashboard area features a 'New' button, which is highlighted with a red box. A dropdown menu is open from this button, showing three options: 'Start a Request', 'Start a Report', and 'Enter New Reservation'. The 'Start a Request' option is also highlighted with a red box. To the right of the 'New' button, there are four summary cards: '41 Required Approvals', '02 Authorization Requests', '00 Available Expenses', and '01 Open Reports'. Below these cards, there are sections for 'My Trips (0)', 'Company Notes', and 'My Tasks'. The 'My Tasks' section includes three cards: '41 Required Approvals', '00 Available Expenses', and '01 Open Reports'. The 'Open Reports' card shows a specific report for '04/10 APRIL 2024 TRIP' with a value of '\$244.00'. The 'Required Approvals' card shows a list of 'Authorization Requests' (20) and 'Expense Reports' (21). The 'Available Expenses' card shows a checkmark and the text 'You currently have no available expenses.'</p>

Processing Steps	Screenshot
<p>The Request page will appear – Create New Request is stated in the top left corner of the screen.</p> <p>Please use the drop-down arrow and/or the calendar icon to complete the fields. Once you have completed the fields, please click on Create Request.</p>	<p>The screenshot shows the 'Create New Request' form with the following data entered:</p> <ul style="list-style-type: none"> Request Policy: *TEST CPP-State Travel Request Policy-NIT Request/Trip Name: APRIL 2024 SACRAMENTO TRIP Request/Trip Start Date: 04/22/2024 Request/Trip End Date: 04/26/2024 Destination City: Sacramento, California Destination State: CALIFORNIA Destination Country: UNITED STATES (US) High Hazard/War Risk (Advisory Levels 3 & 4): Traveler Type: Staff Trip Type: In-State Travel Request/Trip Purpose: Conference Attendee Does this trip contain personal travel?: No Is Faculty classroom coverage required?: No Additional Information: 0/500 Department: (67700) Accounting Services Program: (0602) Fiscal Operations Project: (123456) TEST STATE PROJECT Business Unit: POCMP Fund: (POM01) OPERATING FUND Class: (00000) No Class Value <p>The 'Create Request' button is highlighted in red at the bottom right of the form.</p>

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<p>The required fields are displayed and detailed on the right.</p> <p>*Please select country if international travel.</p> <p>**Yes - if any personal leave is taken while on official travel status, the dates of personal leave must be specified. Ex. Vacation Day (any day outside of your travel for work).</p> <p>¹These fields are related to the chartfield string.</p>	<table border="1"> <thead> <tr> <th data-bbox="504 215 999 248"><u>Required Field Name</u></th> <th data-bbox="999 215 2009 248"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="504 248 999 280">Request Policy</td> <td data-bbox="999 248 2009 280">CPP-State Travel Request Policy-NIT</td> </tr> <tr> <td data-bbox="504 280 999 313">Request/Trip Name</td> <td data-bbox="999 280 2009 313">Include the Trip Purpose and Destination</td> </tr> <tr> <td data-bbox="504 313 999 345">Request/Trip Start Date</td> <td data-bbox="999 313 2009 345">Select Date from Calendar</td> </tr> <tr> <td data-bbox="504 345 999 378">Request/Trip End Date</td> <td data-bbox="999 345 2009 378">Select Date from Calendar</td> </tr> <tr> <td data-bbox="504 378 999 410">Destination City</td> <td data-bbox="999 378 2009 410">City Traveling To</td> </tr> <tr> <td data-bbox="504 410 999 443">Destination State</td> <td data-bbox="999 410 2009 443">State Traveling To</td> </tr> <tr> <td data-bbox="504 443 999 475">Destination Country*</td> <td data-bbox="999 443 2009 475">Defaults to United States</td> </tr> <tr> <td data-bbox="504 475 999 508">Traveler Type</td> <td data-bbox="999 475 2009 508">Select Faculty or Staff</td> </tr> <tr> <td data-bbox="504 508 999 540" rowspan="3">Trip Type (Options)</td> <td data-bbox="999 508 2009 540">In-State: Within California</td> </tr> <tr> <td data-bbox="999 540 2009 573">Out-Of-State: Domestic Travel</td> </tr> <tr> <td data-bbox="999 573 2009 605">International: Travel Outside of the US</td> </tr> <tr> <td data-bbox="504 686 999 719">Division</td> <td data-bbox="999 686 2009 719">Select the Division</td> </tr> <tr> <td data-bbox="504 719 999 751">Request/Trip Purpose</td> <td data-bbox="999 719 2009 751">Select the Purpose of the Trip</td> </tr> <tr> <td data-bbox="504 751 999 784">Does This Trip Contain Personal Travel**?</td> <td data-bbox="999 751 2009 784">Select Yes or No</td> </tr> <tr> <td data-bbox="504 784 999 816">Is Faculty Classroom Coverage Required?</td> <td data-bbox="999 784 2009 816">Select Yes or No</td> </tr> <tr> <td data-bbox="504 816 999 849">Fund</td> <td data-bbox="999 816 2009 849">Select the Correct Fund</td> </tr> <tr> <td data-bbox="504 849 999 881">Destination State</td> <td data-bbox="999 849 2009 881">State Traveling To</td> </tr> <tr> <td data-bbox="504 881 999 914">Department¹</td> <td data-bbox="999 881 2009 914">Select the Correct Department</td> </tr> <tr> <td data-bbox="504 914 999 946">Program¹</td> <td data-bbox="999 914 2009 946">Select the Correct Program</td> </tr> <tr> <td data-bbox="504 946 999 979">Class¹</td> <td data-bbox="999 946 2009 979">Select the Correct Class</td> </tr> <tr> <td data-bbox="504 979 999 1011">Project¹</td> <td data-bbox="999 979 2009 1011">Select the Correct Project</td> </tr> </tbody> </table>	<u>Required Field Name</u>	<u>Description</u>	Request Policy	CPP-State Travel Request Policy-NIT	Request/Trip Name	Include the Trip Purpose and Destination	Request/Trip Start Date	Select Date from Calendar	Request/Trip End Date	Select Date from Calendar	Destination City	City Traveling To	Destination State	State Traveling To	Destination Country*	Defaults to United States	Traveler Type	Select Faculty or Staff	Trip Type (Options)	In-State: Within California	Out-Of-State: Domestic Travel	International: Travel Outside of the US	Division	Select the Division	Request/Trip Purpose	Select the Purpose of the Trip	Does This Trip Contain Personal Travel**?	Select Yes or No	Is Faculty Classroom Coverage Required?	Select Yes or No	Fund	Select the Correct Fund	Destination State	State Traveling To	Department ¹	Select the Correct Department	Program ¹	Select the Correct Program	Class ¹	Select the Correct Class	Project ¹	Select the Correct Project	
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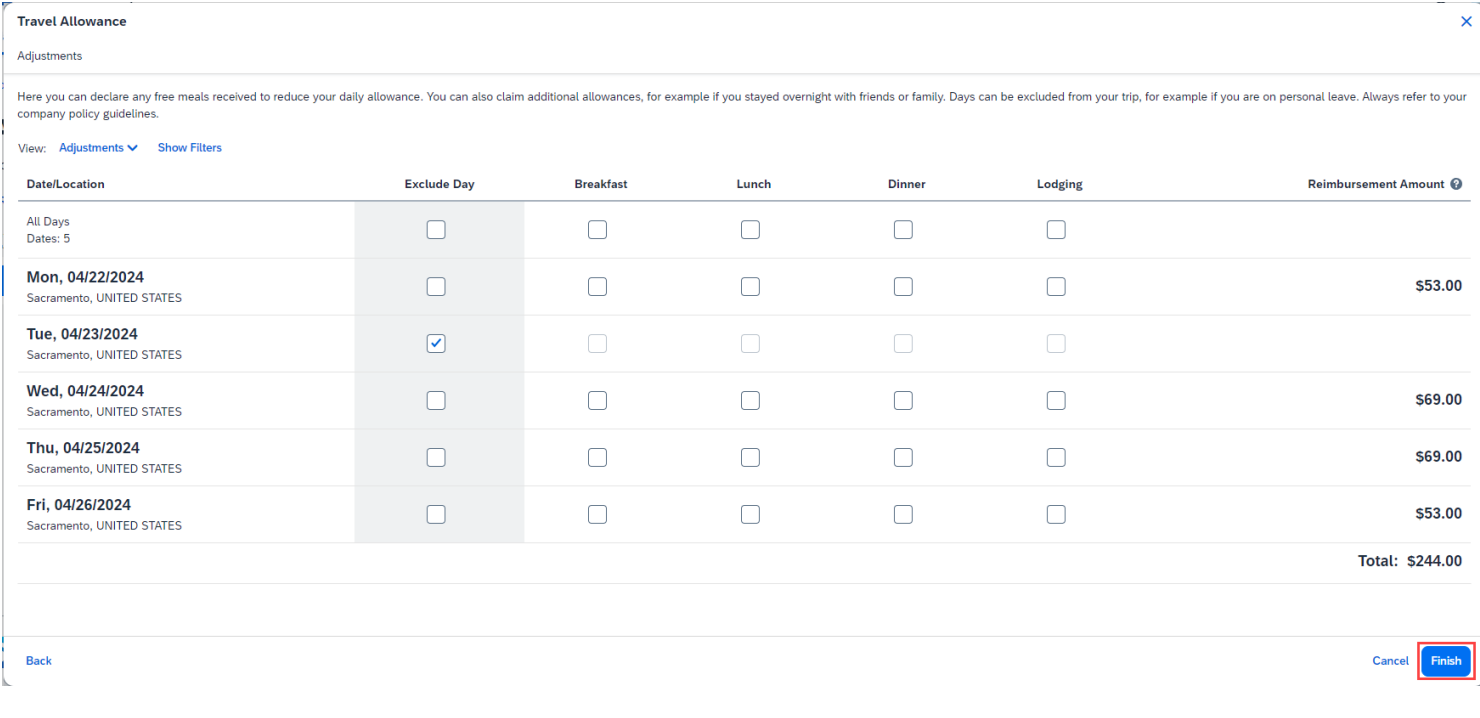
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<p>The next screen that appears will be the Expected Expenses page.</p> <p>Click on Manage Travel Allowance and then select Add Travel Allowance.</p>	 <p>The screenshot shows the SAP Concur interface for managing a travel request. At the top, it says 'SAP Concur Requests'. Below that, there's a breadcrumb trail: 'Home / Requests / Manage Requests / APRIL 2024 SACRAMENTO TRIP'. The main heading is 'APRIL 2024 SACRAMENTO TRIP' with a trash icon. Below the heading, it says 'Not Submitted Request ID: 63KN'. There are two buttons: 'More Actions' and 'Submit Request'. A dropdown menu is open under 'Manage Travel Allowance', showing 'Add Travel Allowance' highlighted with a red box. Below this, there's a section for 'EXPECTED EXPENSES' with buttons for 'Add', 'Edit', 'Delete', and 'Allocate'.</p>															
<p>The Travel Allowance page will appear – Travel Allowance is stated in the top left corner of the screen. If you are traveling with at least an overnight stay, please select the option Detailed Itinerary.</p>	 <p>The screenshot shows the 'Travel Allowance' page. At the top left, it says 'Travel Allowance'. Below that, there's a section for 'Itinerary'. The 'Itinerary Name' is 'APRIL 2024 SACRAMENTO TRIP'. There are two checkboxes: 'Detailed Itinerary' (checked and highlighted with a red box) and 'Without overnight'. Below this, there's a table of itinerary details:</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Start Location: Ontario, California</td> <td>Start Date: 04/22/2024</td> <td>Start Time: 8:00 AM</td> </tr> <tr> <td>Arrival Location: Sacramento, California</td> <td>Arrival Date: 04/22/2024</td> <td>Arrival Time: 9:30 AM</td> </tr> <tr> <td>Departure Location: Sacramento, California</td> <td>Departure Date: 04/26/2024</td> <td>Departure Time: 3:20 PM</td> </tr> <tr> <td>End Location: Ontario, California</td> <td>End Date: 04/26/2024</td> <td>End Time: 5:00 PM</td> </tr> </tbody> </table> <p>At the bottom right, there's a note: 'Next: Adjust your travel allowance' and two buttons: 'Cancel' and 'Next'.</p>	Location	Date	Time	Start Location: Ontario, California	Start Date: 04/22/2024	Start Time: 8:00 AM	Arrival Location: Sacramento, California	Arrival Date: 04/22/2024	Arrival Time: 9:30 AM	Departure Location: Sacramento, California	Departure Date: 04/26/2024	Departure Time: 3:20 PM	End Location: Ontario, California	End Date: 04/26/2024	End Time: 5:00 PM
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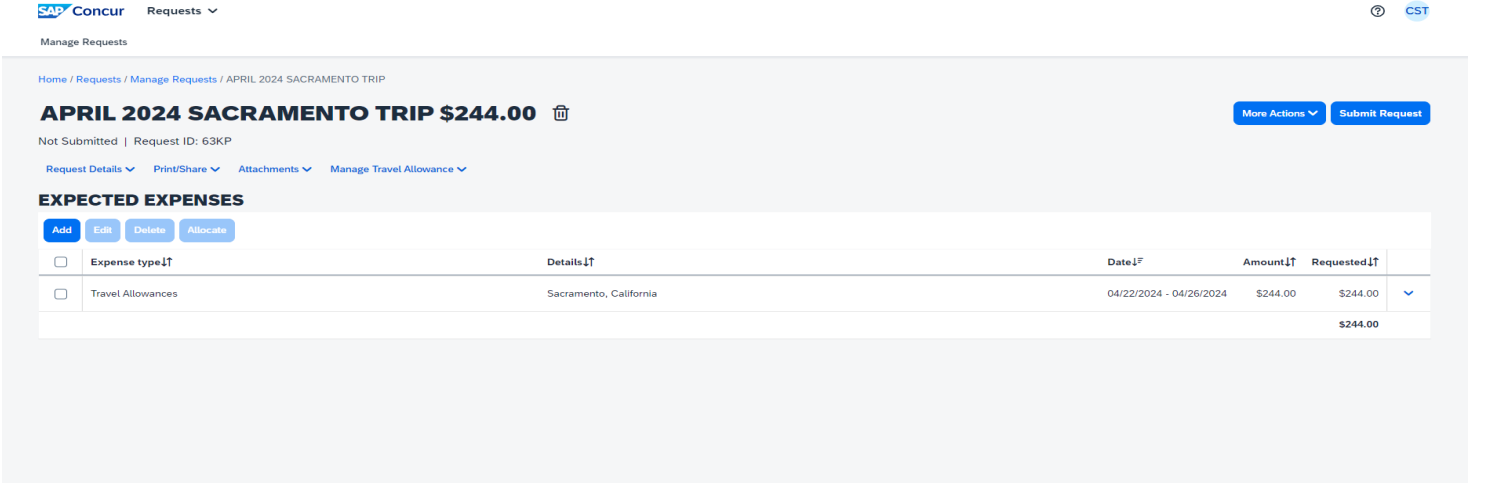
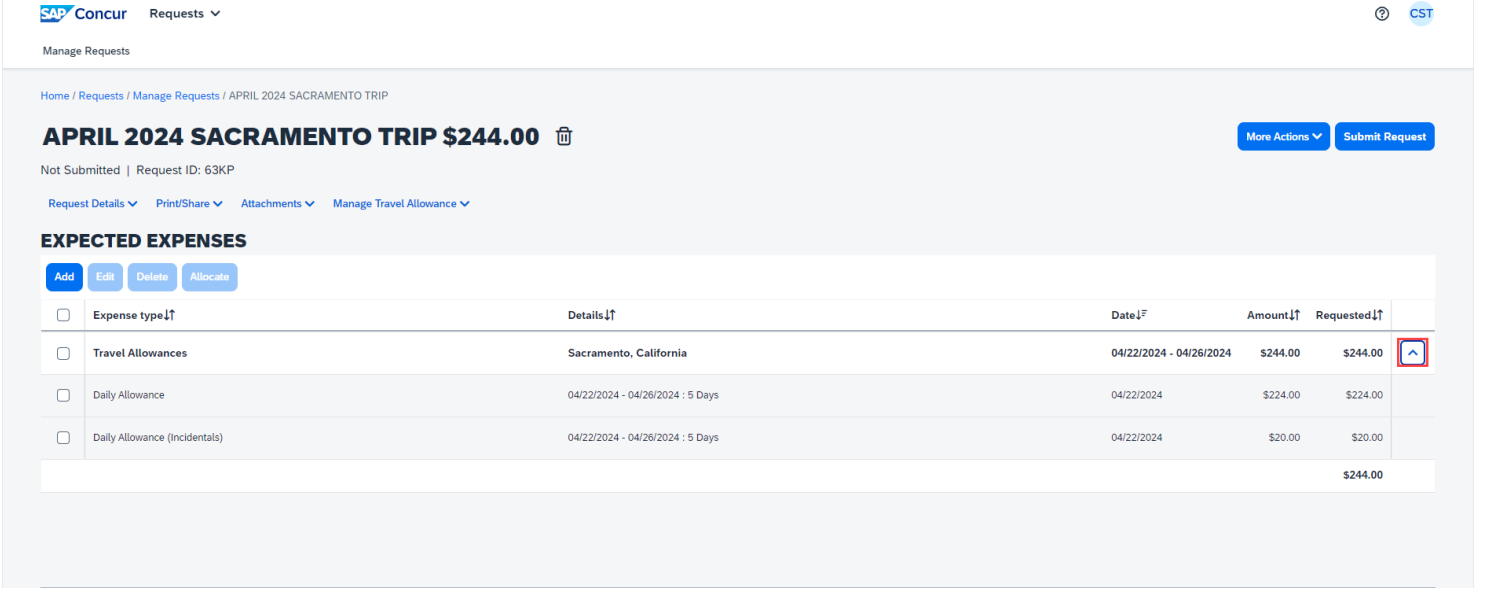
Processing Steps	Screenshot
<p>Without overnight should only be selected when there is no overnight stay during the itinerary. This example reflects a same day roundtrip from Ontario to Sacramento on April 29th.</p>	 <p>The screenshot shows the 'Travel Allowance' window with the 'Itinerary' section. The 'Itinerary Name' is 'Copy of APRIL 2024 TRIP'. The 'Without overnight' checkbox is checked and highlighted with a red box. The start location is 'Ontario, California', the start date is '04/29/2024', and the start time is '8:00 AM'. The arrival location is 'Sacramento, California'. The end location is 'Ontario, California', the end date is '04/29/2024', and the end time is '5:00 PM'. A 'Delete Itinerary' button is at the bottom left, and 'Cancel' and 'Next' buttons are at the bottom right.</p>
<p>For the Detailed Itinerary fill out all fields using the drop-down arrow or the calendar.</p> <p>Accurate location, start/end dates and times are critical for the automatic calculation of allowances.</p> <p>Once all fields have been completed, please click Next.</p>	 <p>The screenshot shows the 'Travel Allowance' window with the 'Itinerary' section. The 'Itinerary Name' is 'APRIL 2024 SACRAMENTO TRIP'. The 'Detailed Itinerary' checkbox is checked and highlighted with a red box. The 'Without overnight' checkbox is unchecked. The start location is 'Ontario, California', the start date is '04/22/2024', and the start time is '8:00 AM'. The arrival location is 'Sacramento, California', the arrival date is '04/22/2024', and the arrival time is '9:30 AM'. The departure location is 'Sacramento, California', the departure date is '04/26/2024', and the departure time is '3:20 PM'. The end location is 'Ontario, California', the end date is '04/26/2024', and the end time is '5:00 PM'. A 'Delete Itinerary' button is at the bottom left, and 'Cancel' and 'Next' buttons are at the bottom right.</p>

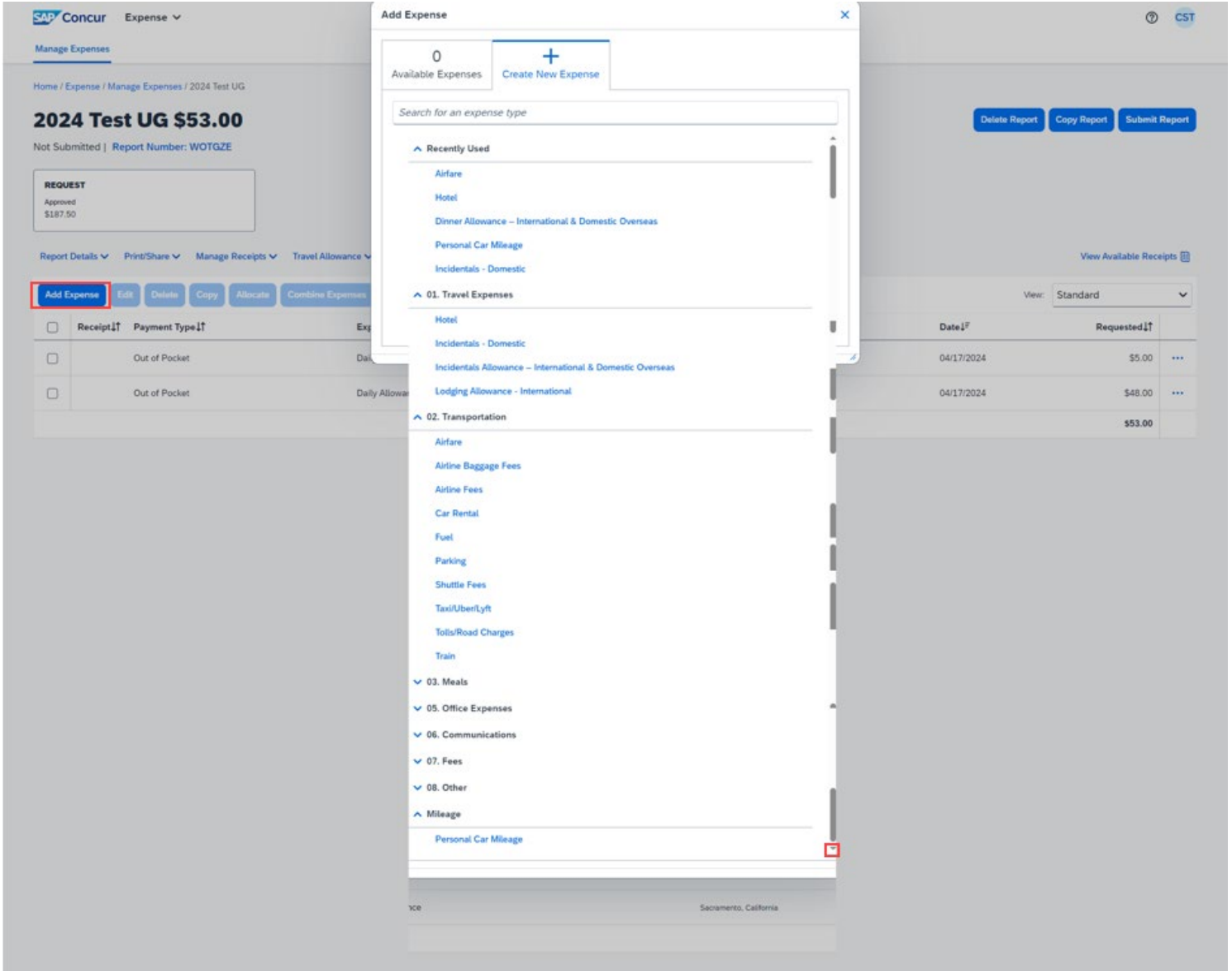
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<p>The Travel Allowance page will appear. This area is for meal and incidental adjustments.</p> <p>Examples of Adjustments: Meals provided by a conference or personal days taken during the travel period. See travel allowance adjustment examples in Appendix A.</p> <p>NOTE: Please disregard the Lodging area on this screen. Although it appears as an option, selecting a box in the Lodging column has no effect on the Reimbursement Amount as it is not part of the Travel Allowance.</p>	<p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$313.00</td> </tr> </tbody> </table> <p>Back Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$313.00
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<p>Please note that the Reimbursement Amount is less for the first and last day of travel than the other days. For these specific days, the traveler will receive 75% of the per diem value.</p> <p>Note: The \$5 incidentals remain the same from the first to the final travel day and is not affected by the 75% factor.</p>	<p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$313.00</td> </tr> </tbody> </table> <p>Back Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$313.00
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<p>The next screen that appears will be the Expected Expenses screen. This screen reflects all expense types that the traveler has entered.</p>	 <p>The screenshot shows the 'EXPECTED EXPENSES' section of a travel request. The title is 'APRIL 2024 SACRAMENTO TRIP \$244.00'. Below the title, there are buttons for 'Add', 'Edit', 'Delete', and 'Allocate'. A table lists the expenses:</p> <table border="1"> <thead> <tr> <th>Expense type</th> <th>Details</th> <th>Date</th> <th>Amount</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Travel Allowances</td> <td>Sacramento, California</td> <td>04/22/2024 - 04/26/2024</td> <td>\$244.00</td> <td>\$244.00</td> </tr> <tr> <td colspan="4"></td> <td>\$244.00</td> </tr> </tbody> </table>	Expense type	Details	Date	Amount	Requested	<input type="checkbox"/> Travel Allowances	Sacramento, California	04/22/2024 - 04/26/2024	\$244.00	\$244.00					\$244.00										
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<p>To view the details of the Expected Expenses, click on the arrow, located to the right of the Requested column, on the right side of the screen. The second row of information titled Daily Allowance provides the total amount that is being requested for meals, \$224.00. The third row of information titled Daily Allowance (Incidentals) provides the total amount that is being requested for Incidentals, \$20.00.</p>	 <p>This screenshot shows the 'EXPECTED EXPENSES' section with three rows of data. An arrow points to the upward arrow icon in the 'Requested' column of the 'Travel Allowances' row.</p> <table border="1"> <thead> <tr> <th>Expense type</th> <th>Details</th> <th>Date</th> <th>Amount</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Travel Allowances</td> <td>Sacramento, California</td> <td>04/22/2024 - 04/26/2024</td> <td>\$244.00</td> <td>\$244.00</td> </tr> <tr> <td><input type="checkbox"/> Daily Allowance</td> <td>04/22/2024 - 04/26/2024 : 5 Days</td> <td>04/22/2024</td> <td>\$224.00</td> <td>\$224.00</td> </tr> <tr> <td><input type="checkbox"/> Daily Allowance (Incidentals)</td> <td>04/22/2024 - 04/26/2024 : 5 Days</td> <td>04/22/2024</td> <td>\$20.00</td> <td>\$20.00</td> </tr> <tr> <td colspan="4"></td> <td>\$244.00</td> </tr> </tbody> </table>	Expense type	Details	Date	Amount	Requested	<input type="checkbox"/> Travel Allowances	Sacramento, California	04/22/2024 - 04/26/2024	\$244.00	\$244.00	<input type="checkbox"/> Daily Allowance	04/22/2024 - 04/26/2024 : 5 Days	04/22/2024	\$224.00	\$224.00	<input type="checkbox"/> Daily Allowance (Incidentals)	04/22/2024 - 04/26/2024 : 5 Days	04/22/2024	\$20.00	\$20.00					\$244.00
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Processing Steps	Screenshot
<p>Please be sure to add any other expected expenses such as airfare, parking, hotel, and mileage. Click on Add Expense, and scroll through the options to select the expense type you may need to add.</p>	 <p>The screenshot shows the SAP Concur 'Add Expense' interface. In the background, a '2024 Test UG \$53.00' expense report is visible with the 'Add Expense' button highlighted in red. The foreground shows the 'Add Expense' modal with a search bar and a list of expense types. The list is organized into sections: 'Recently Used' (Airfare, Hotel, Dinner Allowance, Personal Car Mileage, Incidentals - Domestic), '01. Travel Expenses' (Hotel, Incidentals - Domestic, Incidentals Allowance, Lodging Allowance), '02. Transportation' (Airfare, Airline Baggage Fees, Airline Fees, Car Rental, Fuel, Parking, Shuttle Fees, Taxi/Uber/Lyft, Tolls/Road Charges, Train), '03. Meals', '05. Office Expenses', '06. Communications', '07. Fees', '08. Other', and 'Mileage' (Personal Car Mileage). The 'Personal Car Mileage' option at the bottom is also highlighted with a red box.</p>

Processing Steps

Once you have reviewed the details, confirmed the information input is accurate, click on **More Actions**, and select **Edit Approval Flow** to review the approval workflow. After confirming the approval flow is correct, click on **Save**. Then click on **Submit Request**.

Screenshot

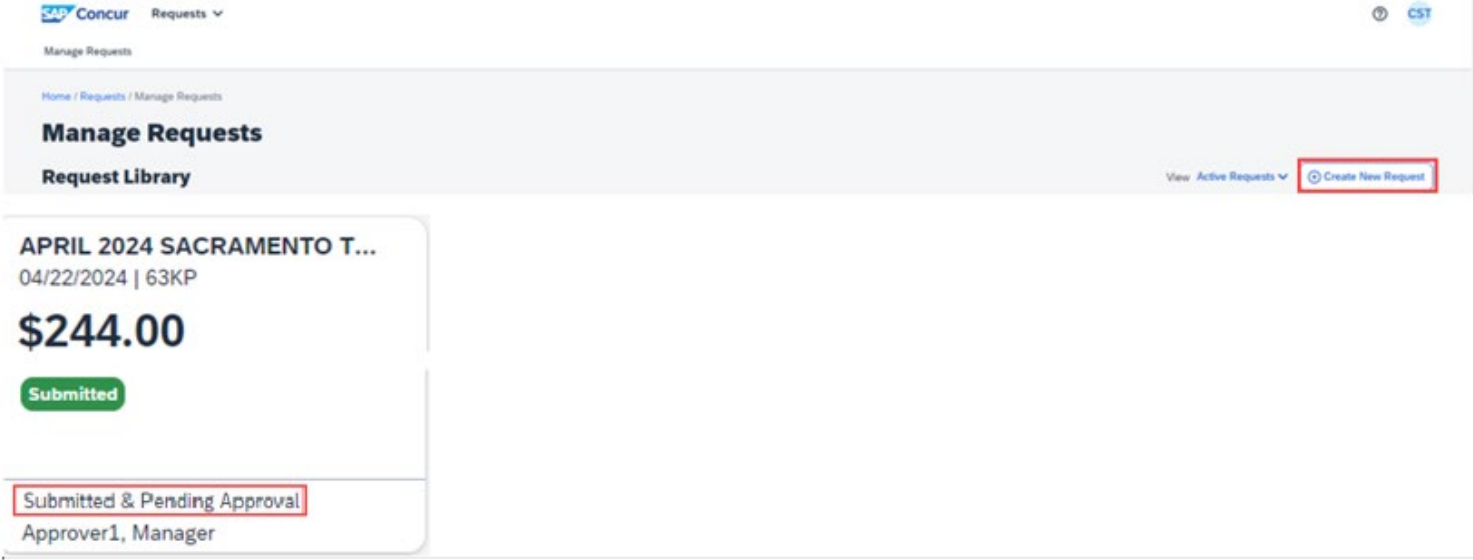
The screenshot shows the 'Edit Approval Flow' dialog box in SAP Concur. The background page is for a travel request titled 'APRIL 2024 SACRAMENTO TRIP'. The dialog box has a 'Manager Approval' section with a dropdown menu for 'User-Added Approver' and a 'Domestic Travel Approval (excluding Academic Affairs)' section with another dropdown menu. There are '+ Add Step' buttons and 'Delete' buttons for each section. At the bottom of the dialog are 'Cancel' and 'Save' buttons. In the background, the 'More Actions' menu is open, showing options like 'Copy Request', 'Cancel Request', and 'Edit Approval Flow'. The 'Submit Request' button is also visible.

Expense type	Date	Amount	Requested
Travel Allowances	04/22/2024 - 04/26/2024	\$244.00	\$244.00
			\$244.00

The CPP-User Electronic Agreement – Request is automatically prompted. Once reviewed and agreed upon, click on **Accept & Continue**.

The screenshot shows the 'Accept & Continue' dialog box in SAP Concur. The background page is for a travel request titled 'APRIL 2024 SACRAMENTO TRIP'. The dialog box contains the text: 'A. Certification of Minimum Liability Insurance Requirements and Condition of Vehicle' followed by a detailed liability insurance certification statement. At the bottom of the dialog are 'Cancel' and 'Accept & Continue' buttons. In the background, the 'More Actions' menu is open, showing 'Submit Request' and 'Accept & Continue' buttons.

Expense type	Details	Date	Amount	Requested
Travel Allowances	Sacramento, California	04/22/2024 - 04/26/2024	\$244.00	\$244.00
				\$244.00

Processing Steps	Screenshot
<p>Once you click on Accept & Continue, the Manage Requests is the next screen that you will see. This screen shows that your completed request is now located in your Request Library, and has been Submitted & Pending Approval.</p> <p>If you need to create an additional request, please click on + Create New Request (located on the right side of the screen).</p> <p>Once your travel request is approved and the travel is completed, please refer to the Concur Travel Allowance Expense User Guide to submit the expense report for approval.</p>	 <p>The screenshot displays the SAP Concur 'Manage Requests' interface. At the top, there is a navigation bar with 'SAP Concur Requests' and a user profile 'CST'. Below this, the page title is 'Manage Requests' and the breadcrumb is 'Home / Requests / Manage Requests'. A 'Request Library' section is visible, featuring a 'View Active Requests' dropdown and a 'Create New Request' button highlighted with a red box. A specific request card is shown with the title 'APRIL 2024 SACRAMENTO T...', date '04/22/2024 63KP', and amount '\$244.00'. A green 'Submitted' button is present on the card. Below the card, the status 'Submitted & Pending Approval' is highlighted with a red box, along with the text 'Approver1, Manager'.</p>

Travel Allowance Adjustment Examples (Appendix A)

Travel Allowance Adjustment Examples

Processing Steps	Screenshot
<p>To adjust your Travel Allowance, go to Home, then select Requests. The next screen you see will be the Manage Requests screen. Select the report you need to make adjustments on. Then click on Manage Travel Allowance and select Edit Adjustments.</p>	<p>The screenshot displays two stages of the SAP Concur interface. The top portion shows the 'Manage Requests' page. A navigation menu is open under the 'Home' header, with 'Requests' highlighted. A card for 'APRIL 2024 SACRAMENTO TRIP \$244.00' is visible, with the amount '\$244.00' highlighted in red. The bottom portion shows the 'Manage Expenses' page for the same trip. A dropdown menu under 'Manage Travel Allowance' is open, with 'Edit Adjustments' highlighted in red.</p>

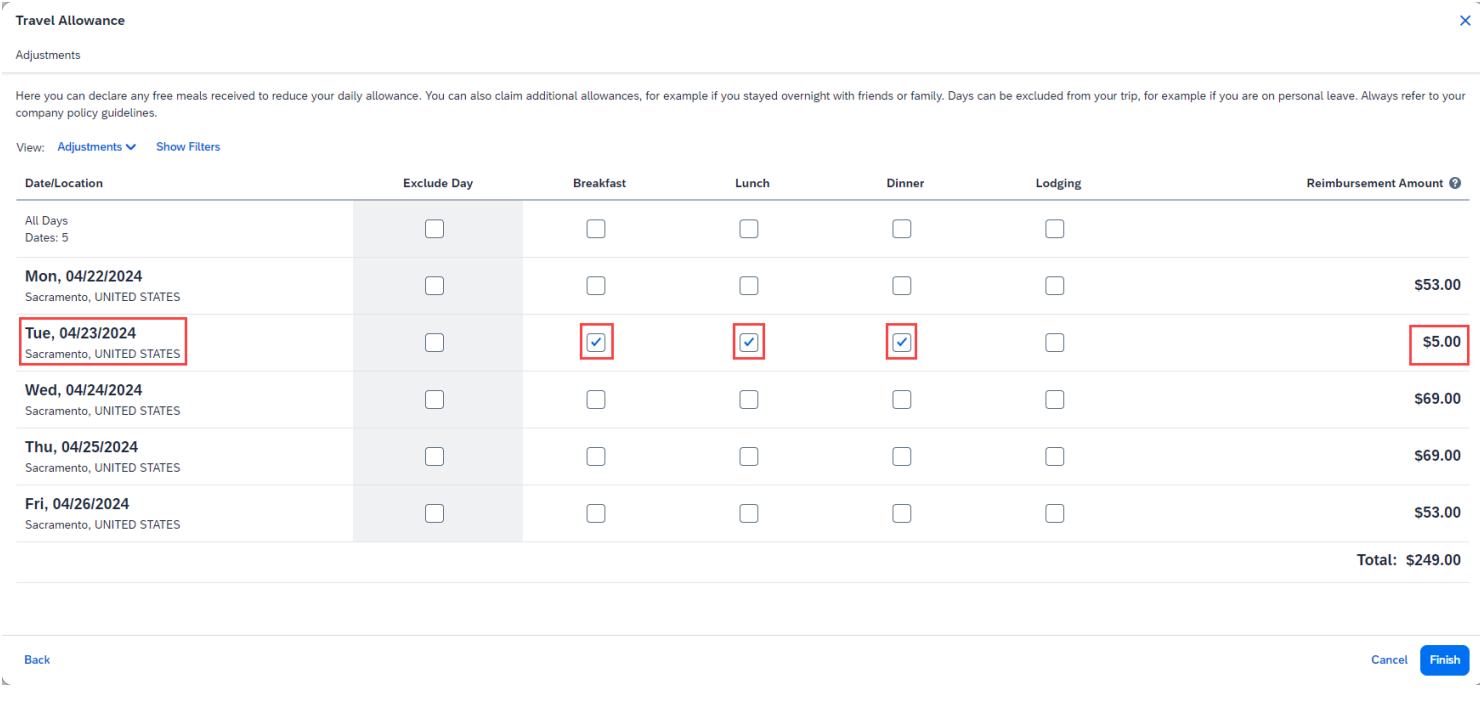
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<p>Example 1: You are attending a conference. On Tuesday, 4/23/24, your breakfast is included with your room and your lunch is included with your attendance at the conference. You would select the box for breakfast and the box for lunch. By selecting these boxes, the Reimbursement Amount in the last column on the right has been reduced.</p>	<p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$36.00</td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$280.00</td> </tr> </tbody> </table> <p>Back Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00	Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$280.00
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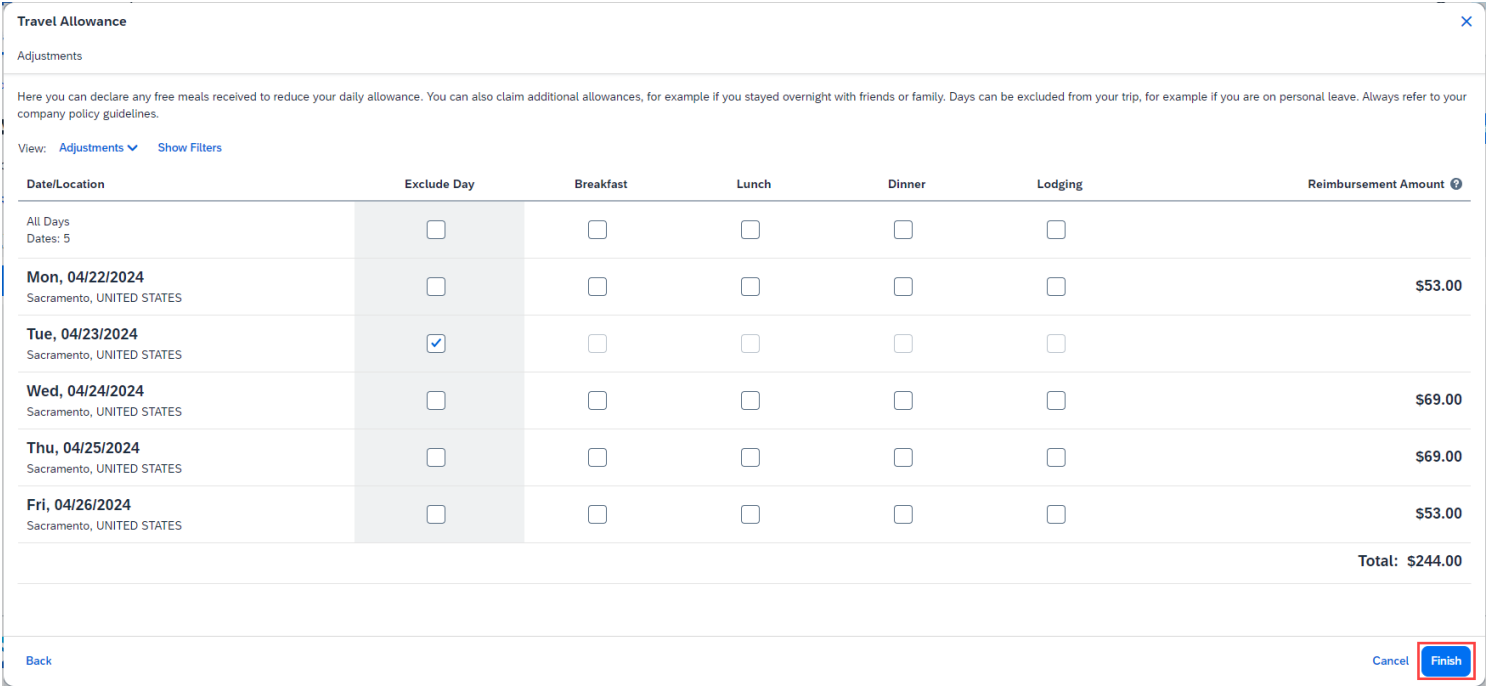
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<p>Once all adjustments have been completed, please click Finish, located at the bottom right corner of the screen, to return to the Expected Expenses screen.</p>	 <p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$244.00</td> </tr> </tbody> </table> <p>Back Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$244.00
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