

# **Concur Expense: Travel Allowance Germany**

## **Setup Guide for Standard Edition**

**Last Revised: December 10, 2021**

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☐ Professional/Premium edition
  - ☒ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition



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# Revision History

Date	Notes / Comments / Changes
August 10, 2022	Minor changes to align with current style guidelines and best practices.
December 10, 2021	Updated instructions for <b>Product Settings</b> page
January 21, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 16, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 10, 2019	Minor edits.
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
January 10, 2019	Updated the copyright; no other changes; cover date not updated
December 31, 2018	Changed the Actual Expenses up to Allowed Limit and Actual Expenses with over-limit tracking) bullets to reflect correct policy statements.
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 14 2018	Updated the copyright; no other changes; cover date not updated
November 4 2017	Updated guide to include new <b>Product Settings</b> page, which replaces the Setup Wizard.
March 18 2017	Updated with menu option name change to access Setup Wizard.
December 15 2016	Changed copyright and cover; no other content changes.
May 12 2016	Updates: <ul style="list-style-type: none"> <li>• For a two-day trip, the system creates the allowance on the date with the longest duration.</li> <li>• If the 3-month rule extended trip feature is turned on, regardless of configuration: 1) the (drop) list for trip length at the itinerary header will not be shown; and 2) the extended trip check box will not be shown.</li> <li>• The Overnight option only displays in the Lodging Type (drop) list when the option is enabled.</li> <li>• If the lodging type (drop) list is not shown, then the system uses the "Lodging (Receipt)" value.</li> </ul>
November 20 2015	Updated graphics to reflect updated step names and instructional text where applicable.
March 13 2015	Removed information about two user interfaces Updated the screen shots to the enhanced UI; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes
June 13 2014	This document is new to Concur Standard Edition.

# Travel Allowance (Germany)

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**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

This page of Product Settings is visible only when enabled by SAP Concur.

## Section 1: Overview

A company may reimburse its employees' travel expenses according to a schedule of set reimbursement rates, commonly known as "per diem" or "travel allowance" rates. The rates are governmental and may differ depending on location and length of travel as well as partial days of travel, seasonal travel, and so on. Travel allowances apply to meals (which usually include incidentals) and lodging expenses. Travel allowances do not apply to expenses such as car rentals, airline tickets, seminars, and so on.

The definition of a business trip is when the employee travels further than the employee's normal trip between work and home. Reimbursement is calculated based on the *duration* (number of hours) the employee is away from the employee's home location during each day of the trip.

There are two types of travel allowances: daily allowance and actual expenses compared to allowance limits. The most common method of reimbursement in Germany is *daily* allowances for meals and standard lodging (no travel allowance for lodging). If actual expenses are fully reimbursed, the company should track the amount paid over the regulatory limit because that amount may be viewed as income by the taxation authorities and thus taxable to the employee.

## Section 2: Daily Allowances

With a **daily** type of travel allowance, the employee is reimbursed the daily rate regardless of the actual amount of expenses. For example, assume that the daily rate for meals (including incidentals) is 24.00 EUR per day.

- If the employee spends less than 24.00 EUR per day, the employee keeps the difference.
- If the employee spends more than 24.00 EUR per day, the employee is responsible for paying the difference.

Since the employee is paid the amount regardless of the actual expense, the employee does not enter actual expenses into Concur Expense or collect receipts. The system creates the daily-amount expenses based on location and duration information that the employee provides by preparing an itinerary.

## Section 3: Actual Expenses Compared to Allowance Limits

With an **actual expense** type of travel allowance, there is a schedule of reimbursement rates but the employee may or may not be paid the reimbursement rate.

The employee enters the actual expense into Concur Expense and the system compares the actual expense amount to the rate (limit). Then:

- If the actual expense is *less than or equal to* the limit amount, the company reimburses the employee for the actual expense amount.
- If the actual expense is *greater than* the limit amount, the company may reimburse the employee for the actual expense amount or perhaps only up to the limit amount.
  - ♦ Actual Expenses up to Allowed Limit. If company policy dictates that the employee is reimbursed only up to the limit, then the employee is responsible for any amount above the limit.
  - ♦ Actual Expenses (with over-limit tracking). If policy dictates that the employee is reimbursed the amount of the actual expense, then the company pays the employee the full amount of the expense but also keeps track of the amount that is over the limit. The amount paid to the employee that is over the limit becomes taxable to the employee.

### Allowance Location

These rules are used for calculating travel allowance location when employees visit multiple countries.

If several countries were visited during the same day, the last country visited that day determines the travel allowance rate. This is based on the traveler's location at 11:59 P.M.

- **First day of a multiple day trip:**
  - ♦ The day of departure uses the travel allowance rate for the location of the traveler at 11:59 P.M.
  - ♦ If the traveler has not arrived by 11:59 P.M. (is still in transit), then the domestic rate (departure location rate) applies for the departure day.
  - ♦ If the traveler is flying for more than two days, the day(s) in between will have the same travel allowance as Austria.
- **Last day of a multiple day trip or a one-day trip with international locations:** The day of return travel is assigned the travel allowance rate of the last foreign work location visited on that date.
- **Trip day with both domestic and international locations:** A day with both domestic and international travel is assigned the travel allowance rate of the last foreign work location visited on that date.

## Section 4: Rates

The rates for domestic German travel are the same throughout Germany, but vary depending on the country visited for international travel.

## Section 5: Lodging Allowance

Lodging allowances are based on whether or not the employee spent the night at accommodations other than the employee's home. The lodging allowance is defined for each location and the employee is either eligible for the whole allowance or no allowance for lodging – there are no partial lodging allowances.

The employee may be reimbursed the actual amount of the lodging cost without tax implications, as long as a receipt is provided for the expense. If no receipt is available, or if the employee stayed without a charge (such as with friends), the allowed amount without tax implications is adjusted to the lodging allowance amount published by the government.

This information can be entered by the user for each day of the trip. The Lodging Type column can be displayed on the **Expenses & Adjustments** page to allow the user to indicate **Lodging (Receipt)** (default), **Overnight Allowance**, **No lodging**.

This information may be used by the system to adjust both the meals and the lodging allowance, so the field is needed even when lodging allowances are not used.

## Lodging System Calculation Logic

The calculation is based on the following information: date, rate location, travel allowance type, and lodging type. The trip is eligible for lodging for each day of the trip except the last day, when the employee is presumed to return home.

The system locates the applicable lodging rate for the rate location in the rate tables.

1. If the user selects **Overnight allowance** as the lodging type and:
  - ♦ If lodging is a *daily* allowance or *actual expense* allowance, the system sets the lodging amount to the government-defined overnight amount from the rate record.
  - ♦ If lodging is Not Used (not using travel allowance) and meals is a *daily* allowance, the system adds the government-defined overnight amount to the meals amount.
2. If the user selects **No lodging** as the lodging type and:
  - ♦ If lodging is a *daily* allowance or *actual expense* allowance, the system sets the lodging amount to zero.

## Section 6: Meals Allowance

All German travel allowance calculations are based on *time*. All meals travel allowance rates within Germany are the same for all locations but vary depending on the length of the trip. For international travel, there are country-specific rates for the same duration ranges.

This rate data is provided as a sample only.

Trip length	Domestic Amount
24 hours	24.00 EUR
8 to 24 hours (8 < x < 24)	12.00 EUR
Up to 8 hours (0 <= x <= *)	0

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**NOTE:** The time is calculated on a daily basis, beginning and ending at midnight.

**NOTE:** If there are several locations on the same day on the same itinerary or on multiple itineraries, the time for all trips is added together to calculate the allowance.

**NOTE:** If the total duration of the trip is 8 hours or less, the user is not eligible for any allowance.

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### Single-day trips

Single day trips will use the number of hours for the date to calculate the allowance.

### Trips spanning two calendar dates

Trips that span two calendar dates with a total trip duration more than 8 hours may require special handling.

- If there is no lodging stay (lodging type = No lodging) then the entire duration of the trip is considered as if during a single day. . The resulting expense is created on the date with the *longest duration of time*.
- If there is a lodging stay, then the trip is treated as a multiple day trip and each date receives the first/last day allowance. For this case, lodging is indicated by the user selecting either Lodging (Receipt) or Overnight Allowance in the Lodging Type field.



## Multiple-Day trips

Multiple day trips will receive a partial allowance for the first and last day of the trip equivalent to the **8 up to 24 hour** allowance.

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**NOTE:** A multiple-day trip is defined as a trip that spans more than one calendar date.

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## Multiple Trips on the Same Date

If multiple independent trips occur on the same date, then the total travel time from each trip is added together to determine a single travel allowance for the date. For daily allowance meals, this expense will be created for the itinerary with the most time for the date. The *allowance location* (rules are used for calculating travel allowance location when employees visit multiple countries) used for this will be based on the normal rules for determining the allowance location for German as described earlier in this document.

- Multiple single day trips sharing a date – if the total duration of the trips exceeds 8 hours, then the trip with longest duration receives a partial day allowance
- Multiple-day trips sharing a start/end date – if either trip includes an overnight lodging stay, then the day receives a first/last day allowance for the trip with the longest duration
- Multiple-day trip sharing a start/end date with single day trip – if the multiple day trip includes an overnight lodging stay, then the day receives a first/last day allowance for the trip with the longest duration

## Provided Meals

Provided meals must be indicated by the employee and are deducted from the allowed allowance. The amount of the allowance attributed to a specific meal is calculated as follows:

Meal	Percentage of Allowance
Breakfast (foreign)	20%
Lunch	40%
Dinner	40%

Any deduction can reduce the allowance amount to zero but never less than zero, that is, it can never result in a charge to the employee.

## Taxable Meals

In various circumstances, a provided meal may have tax implications for the employee.

### ***Benefit-in-kind Meals (Sachbezugswert)***

Meals, which are supplied by the company to German employees are, in certain circumstances, considered to constitute a *benefit-in-kind* for tax purposes. For example:

- A meal supplied at a company canteen paid for by in-house currency or voucher;
- A meal supplied as part of a training course, seminar, or conference arranged and paid for by the company; or
- Any meal arranged in advance by the company and paid for by the company or a third party on behalf of the company.

The German government publishes a table indicating the amount of benefit-in-kind involved when the meal is valued at 60 EUR or less. If the value of the meal is over 60 EUR, then the full value of the meal is considered taxable.

Meal	Benefit-in-kind Amount
Breakfast	1.67 EUR
Lunch	3.10 EUR
Dinner	3.10 EUR

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**NOTE:** This rate data is provided as sample only and should always be verified against the current government regulations.

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A company can choose to handle benefit-in-kind meals in different ways, but the amount must be accounted for in some way.

### ***Meals Provided Without Allowance***

Meals received during a trip that is less than 8 hours are considered a benefit in kind. Since the employee receives no allowance for the trip, there is no allowance to adjust. The system will record the event as a benefit in kind meal for use in the reporting solutions to determine the benefit and taxability.

### **PROVIDED MEALS OPTIONS**

To enable proper allowance calculation and tracking of the tax implications, the user may select from a drop list of provided meals options.

- **Business entertainment** (Geschäftlich veranlasste Bewirtung) – When this option is selected, the provided meal amount is deducted from the allowance

- **Company event** (Betriebsveranstaltung) – When this option is selected, the provided meal amount is deducted from the allowance
- **Working meal** (Arbeitsessen) - When this option is selected, the provided meal amount is deducted from the allowance
- **Incentive meal** (Belohnungsessen) – When this option is selected, the value is recorded for reporting purposes, but no adjustment is made to the allowance amount
- **External activity** – When this option is selected, the length of the trip determines the action
  - ♦ If the total trip duration is over 8 hours, then the provided meal amount is deducted from the allowance.
  - ♦ If the total trip duration is less than 8 hours (no allowance is earned), the value is recorded for reporting purposes, but no adjustment is made to the allowance amount. The information may be used in reporting to determine the benefit in kind amount.

## Extended Trips

### ***3-Month Rule (Meals)***

The government rules state that an allowance is fully taxable after 3 months of travel to the same location – at that point it is determined to be a regular place of work.

A user option is displayed at the itinerary level to mark the entire trip as **3 months or less, Over 3 months, or Over 48 months**. The default is 3 months or less, as the typical business trip is short. This selection then drives the extended trip treatment for the entire trip. The user selection of Over 3 months or Over 48 months will reduce the meals amount to zero, based on the allowed government allowance.

### ***48-month rule (Lodging)***

The government rules state that once the employee exceeds 48 months of travel, the lodging allowance is reduced to a maximum of 1000 EUR per month.

If the user enters the trip length on the itinerary that is over 48 months, the data is captured for identifying trips under this rule. With this information, the data in the reporting solutions can be used to identify any lodging reimbursement that exceeds the allowed limit.

## Meals System Calculation Logic

The calculation is based on the following information: date, rate location, travel allowance type, lodging type, and provided meals indicators.

1. The system determines the number of hours traveled for each travel day.

- ◆ For the **first** day of travel, the system subtracts the trip start date/time from the next midnight to determine the number of hours traveled on that day.
    - Two-day trip: If the total duration of the trip is greater than 8 hours without lodging/overnight **and** spans 2 calendar dates then the entire duration of the trip is considered as if during a single date and assessed based on the normal rules for a single day trip.
  - ◆ For the **last** day of travel, the system subtracts the previous midnight from the trip end date/time to determine the number of hours traveled on that day.
  - ◆ Add all of the travel hours from multiple itineraries within a single day in order to determine the total hours for that day
  - ◆ For each travel day that is **not** the first or last day of travel, the number of hours used to calculate the meals allowance is a full day, which is 24 hours.
2. Once the system has determined the number of hours traveled, the system locates the applicable rate for the rate location in the rate tables. This is the calculated rate. For daily allowance meals, the calculated rate is now adjusted for:
- ◆ **Two-Day Trip**
    - Lodging/Overnight – if the user indicates that lodging or overnight is included in the trip, then the trip is treated as a multiple day trip with both days receiving the first/last day allowance
    - No lodging/overnight – if the user does not indicate that lodging or overnight is included in the trip, then the entire duration of the trip is considered as if during a single date and assessed based on the normal rules for a single-day trip.
  - ◆ **First/Last Day of Multiple Day Trips:**
    - Allowance for the first and last day is assigned based on the travel duration defined by the government rates
  - ◆ **Extended Stay:** If the user marked the itinerary as over 3 months in duration, the rate is set to the government-allowed rate of zero.
  - ◆ **Provided Meals:**
    - For each provided meal, the system evaluates the type of meal and subtracts the provided meal amount from the calculated rate where applicable.
  - ◆ **Overnight:** If the user has selected Overnight Allowance in the Lodging Type field and lodging is **not using the daily allowance method**, the system adds the overnight amount to the calculated meals rate.

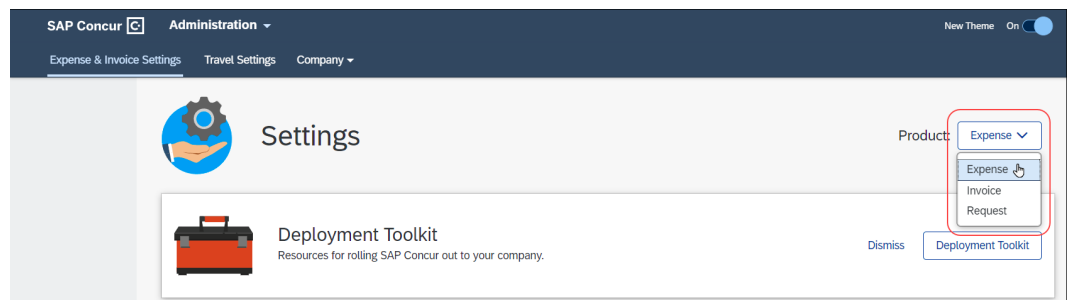
Any deduction can reduce the allowance amount to zero but never less than zero, that is, it can never result in a charge to the employee.

## Section 7: Configuration

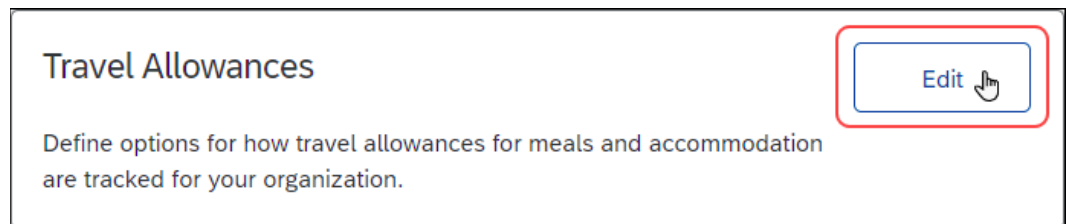
### Access the Travel Allowance Options Page

► **To access the Travel Allowance Options page:**

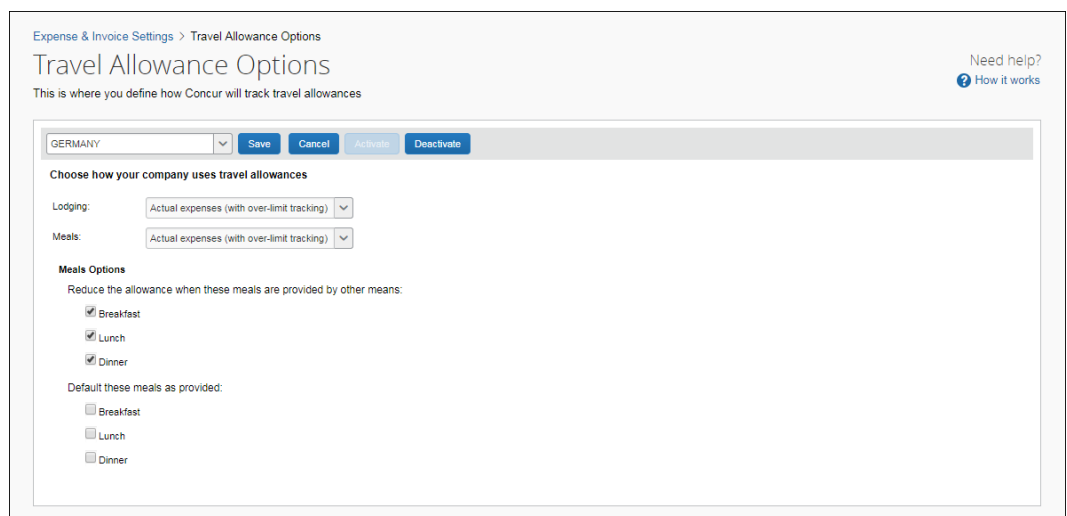
1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Expense*.



3. In the **Policy** section, on the **Travel Allowances** tab, click **Edit**.



The **Travel Allowance Options** page appears.



## Configure the Travel Allowance Options

► **To configure Travel Allowance:**

1. On the **Travel Allowance Options** page, select an option from the **Lodging** list.

Option	Description
Not Used	Travel allowance is not used.
Daily allowance	Flat allowance amount (per diem) is used.
Actual expenses up to allowed limit	The system compares the actual expenses entered by the user to the allowed limit. Amounts up to the limit are reimbursed and amounts over the limit are not.
Actual expenses (with over limit tracking)	The system compares the actual expenses entered by the user to the allowed limit. The full amount is reimbursed to the user, and the system tracks the amount above the government limit for treatment as taxable income in the financial systems

2. Select an option from the **Meals** list.

Option	Description
Not Used	Travel allowance functionality is not used
Daily allowance	Flat allowance amount (per diem) is used
Actual expenses up to allowed limit	The system compares the actual expenses entered by the user to the allowed limit. Amounts up to the limit are reimbursed and amounts over the limit are not.
Actual expenses (with over limit tracking)	The system compares the actual expenses entered by the user to the allowed limit. The full amount is reimbursed to the user, and the system tracks the amount above the government limit for treatment as taxable income in the financial systems

3. (Optional) Select (enable) the check boxes for the desired meal options when travel allowances are used for meals.

Expense & Invoice Settings > Travel Allowance Options

## Travel Allowance Options

This is where you define how Concur will track travel allowances

GERMANY Save Cancel Activate Deactivate

Choose how your company uses travel allowances

Lodging: Actual expenses (with over-limit tracking)

Meals: Actual expenses (with over-limit tracking)

**Meals Options**

Reduce the allowance when these meals are provided by other means:

- ☒ Breakfast
- ☒ Lunch
- ☒ Dinner

Default these meals as provided:

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

- ♦ **Reduce the allowance when these meals are provided by other means.** This option will show or hide the meals drop list from the user. The recommended setting for Germany is to show this for all meals.
- ♦ **Default these meals as provided.** This option will set the default value of the meal as either not provided (no deduction) or Business Entertainment (deduction from allowance)

4. Click **Save**.

## Section 8: What the User Sees

The user provides their journey information, so that the system knows the location to use for their allowance basis.

Next, the user provides information about each day of the trip.

Then, based on the options selected by the admin, the system will either create daily allowance expenses or track the difference between actual expenses and the tax-free amount allowed by the German rules.

If the user is creating actual expenses, the user would mark those that should be considered as part of the allowance by checking the **Travel Allowance** check box on the individual expense.

