

# **Expense: Travel Allowance Configuration Guide – Generic Time of Day**

**Last updated: May 29, 2019**

## Revision History

Date	Revision Notes/Comments
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 5, 2020	Updated the copyright; no other changes; cover date not updated
May 29, 2019	Updated the title and date on the cover page
February 15, 2019	Updated the copyright; no other changes; cover date not updated
March 27 2018	Updated the copyright; no other changes; cover date not updated
January 17 2017	Changed copyright; no other content changes.
February 19 2016	Added new option to support tracking of recurring visits to the same location in order to determine employee taxability
November 23 2015	Added information about <code>extended_trip_count_reset_on_loc_change</code> in <i>System Calculation Properties</i>
July 11 2014	The <b>Display Base Meals Rate In Rate Currency</b> option is now available
June 13 2014	General updates in ConfigImporter (trx_type 500)
December 28 2012	Made rebranding and/or copyright changes; no content changes
August 12 2011	Added information about External URL and External URL's Text fields to the TA Configuration page
December 14 2009	Changed the name of the <i>Travel Allowance</i> chapter to the <i>Expense: Travel Allowance Setup Guide</i>
October 16 2009	Single row itinerary check can now be used in the current user interface
August 28 for the September 18 2009 release	<ul style="list-style-type: none"> <li>The <code>calc_method_code</code> is GENERIC-TOD not TIMEDAY.</li> </ul> <p>This is a documentation change. There is no change in functionality.</p> <ul style="list-style-type: none"> <li>Added information about the new <b>Display Quick Itinerary Wizard</b> option on the <b>Edit Travel Allowance Configuration</b> page in Expense Configuration Administrator</li> </ul>
December 24 2008	<ul style="list-style-type: none"> <li>The options on the <b>Edit Travel Allowance Configuration</b> page in Expense Configuration Administrator were rearranged into a more logical order. The options in <i>Configuration Options</i> in this guide were rearranged to match.</li> </ul> <p>Functionality has not changed.</p> <ul style="list-style-type: none"> <li>Revised the percentages for single-day trips</li> </ul>
October 29 for November 14 2008	Initial publication for Concur Travel & Expense



# Table of Contents

<b>Chapter 1: General Information</b> .....	<b>1</b>
Fixed Allowances .....	1
Reimbursable Allowances.....	1
Additional Definitions and Descriptions .....	2
<b>Chapter 2: Requirements</b> .....	<b>3</b>
Allowance Location .....	3
Rates .....	3
Lodging Allowance .....	3
Meals Allowance .....	4
Multiple Trips on the Same Date .....	4
Partial Days .....	4
Single-Day Trips.....	4
Provided Meals .....	5
Benefit-in-kind Meals .....	5
Extended Trips .....	6
<b>Chapter 3: System Calculation Logic</b> .....	<b>7</b>
Meals .....	7
Lodging .....	9
<b>Chapter 4: System Calculation Properties</b> .....	<b>10</b>
<b>Chapter 5: Configuration Options</b> .....	<b>13</b>

# Chapter 1: General Information

---

**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.

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 determined by governmental and company policies 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 includes incidentals) and lodging expenses. Travel allowances do not apply to expenses such as car rentals, airline tickets, seminars, and so on.

There are two types of travel allowances: fixed and reimbursable.

## Fixed Allowances

With a **fixed** type of travel allowance, the employee is reimbursed the fixed rate regardless of the actual amount of expenses. For example, assume that the fixed rate for meals (including incidentals) is 55.00 EUR per day.

- If the employee spends less than 55.00 EUR per day, the employee keeps the difference.
- If the employee spends more than 55.00 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 fixed-amount expenses based on location and duration information that the employee provides by preparing an itinerary.

## Reimbursable Allowances

With a **reimbursable** 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.
  - ◆ 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. In some cases, the

amount paid to the employee that is over the limit becomes taxable to the employee. In other cases, the amount that is over the limit may not be billable to the client and may be charged as company overhead.

- ◆ 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.

## **Additional Definitions and Descriptions**

For additional information about travel allowances and the options for configuring the travel allowance pages in Expense, refer to the *Expense: Travel Allowance Setup Guide*.

For additional information about the Travel Allowance Import, refer to the *Travel Allowance Import* chapter in the client-facing Concur Expense - Import and Extract File Specifications.

## Chapter 2: Requirements

---

This section describes the Generic Time of Day travel allowance model and the options it provides. The company determines if this model best matches its needs and then makes configuration choices to ensure it better matches the company's requirements.

The Generic Time of Day travel allowance system is based on a standard allowance for each calendar date of the trip. The allowance for the day may be reduced if trip departure or return occurs on that date.

### Allowance Location

The following are rules for determining the travel allowance location.

- The rate paid for the traveler's first day of travel (day of departure) is based on the traveler's location at *midnight*. This is generally, but not always, the destination location.

---

**NOTE:** The system defines *midnight* as 11:59 P.M.

---

- The day of return travel uses the travel allowance rate of the last location visited (generally but not always where the traveler spent the previous night).
- A day where both domestic and foreign locations are visited will use the location of the last foreign location.

### Rates

Rates are determined based on customer needs (company rates or their specific country rates).

### 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 one exception to this is the *overnight allowance*. The overnight allowance can be given to the employee instead of the lodging allowance. This is typically used when the employee stays in a lodging arrangement other than traditional hotel accommodations.

## Meals Allowance

The basis for Generic Time of Day travel allowance calculation of the meals allowance is *time*. The assumption is that the traveler receives an allowance for three meals a day plus a nominal amount for incidentals, and this is reduced based on the departure or return time for the partial days. The time is calculated on a daily basis beginning and ending at midnight.

## Multiple Trips on the Same Date

The company must decide how the allowance should be calculated when two or more trips occur on the same date. The recommended choice is to use cumulative rules.

With the recommended *cumulative* setting, a single allowance will be given for the trip with the longest duration for that date.

With the *separate* setting, each trip will be evaluated independently and will likely result in each receiving an allowance for the date.

## Partial Days

Partial days are handled differently based on whether they are the first or last day of the trip and based on the time of events. The example data in the table below demonstrates what is possible based on departure and return times.

First Day (multiple-day trip)		Last Day (multiple-day trip)	
Departure before 13:00	100%	Return before 13:00	0%
Departure 13:00-21:00	50%	Return 13:00-21:00	50%
Departure after 21:00 (greater than)	0%	Return after 21:00 (greater than)	100%

## Single-Day Trips

Meal allowances paid for one-day business trips are often considered taxable income to the employee in various countries, and the system can be configured to allow or not allow allowances for a single-day trip to meet the preferences of the business. If configured to provide allowances for single-day trips, the system records that the trip was a single-day trip in the database. This information can be used for reporting purposes and can be included in the financial extract. The CT\_ITINERARY table has a column (SINGLE\_DAY\_TRIP) for this purpose.

- **Option 1 – No single-day allowances are paid:** The system calculation property `pay_single_day_trip_allowance` is set to N.
- **Option 2 – Simple allowance calculation:** The system calculation property `pay_single_day_trip_allowance` is set to Y.

The example data in the table below demonstrates what is possible based on departure and return times.

<b>Single-Day Trip</b>			
	<b>Return before 13:00</b>	<b>Return 13:00-21:00</b>	<b>Return after 21:00 (greater than)</b>
<b>Departure before 13:00 (less than)</b>	0	50%	100%
<b>Departure 13:00-21:00</b>	N/A	50%	50%
<b>Departure after 21:00 (greater than)</b>	N/A	N/A	0%

## Provided Meals

For any day of the trip during which the employee receives free meals or meals included in the price of a travel ticket or lodging, the travel allowance for the day may be reduced. The amount of the reduction is dependent upon the deduction amounts specified for each rate.

---

**NOTE:** 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.

---

## Benefit-in-kind Meals

Meals that are supplied by the company to employees can be considered, in certain circumstances, 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 employee must indicate when this type of meal has been provided.

A company can choose to handle benefit-in-kind meals in different ways, but the amount must be accounted for in some way. A possible approach is to reduce the daily travel allowance by this amount, effectively charging a 100% tax on the amount. This 100% taxation approach is supported in the Concur Expense system.

## Extended Trips

The allowance amount can be reduced by a percentage when the trip exceeds a specified number of days. For example, if the trip exceeds 30 days, the allowance starting on the 31st day could be reduced to 70% of the original amount. Two thresholds are provided in this module:

- **Threshold 1:** Lodging and or meals allowance can be reduced for any day of a trip exceeding this number of days but not exceeding threshold 2.

The following system parameters are used:

- ◆ extended\_trip\_days\_1
  - ◆ extended\_trip\_govt\_factor\_1
  - ◆ extended\_trip\_company\_factor\_1
  - ◆ extended\_trip\_govt\_factor\_lodging\_1
  - ◆ extended\_trip\_company\_factor\_lodging\_1
- **Threshold 2:** Lodging and or meals allowance can be reduced for any day of a trip exceeding this number of days. If a second threshold is not needed, then all values would be the same values as the Threshold 1 set of parameters.

The following system parameters are used:

- ◆ extended\_trip\_days\_2
- ◆ extended\_trip\_govt\_factor\_2
- ◆ extended\_trip\_company\_factor\_2
- ◆ extended\_trip\_govt\_factor\_lodging\_2
- ◆ extended\_trip\_company\_factor\_lodging\_2

## Chapter 3: System Calculation Logic

---

### Meals

---

**NOTE:** Values in this calculation that are based on values set in a system calculation property are followed by the property name in brackets: [Example]

---

The calculation is based on the following information: date, rate location, travel allowance type, overnight indicator, and provided meals or benefits-in-kind meals indicators.

1. The system looks up the base rate for the date and rate location. This becomes the calculated rate and the base rate. The calculated rate is now adjusted according to the following steps.
2. **Single-Day Trip:** If the trip starts and ends on the same date, the system follows this logic to determine the allowance amount:

**Option 1:** No allowances for single-day trips [pay\_single\_day\_trip\_allowance=N]: Allowance amount is set to zero

**Option 2:** Simple:

- ◆ The system reduces the allowance amount by a percentage [meals\_allowance\_factor\_S/meals\_allowance\_factor\_S\_company] if both start and end times meet any of the following:
  - Both fall before 13:00 (< 13:00) [partial\_day\_time\_1]
  - Both fall after 21:00 (> 21:00) [partial\_day\_time\_2]
- ◆ The system reduces the allowance amount by a percentage [meals\_allowance\_factor\_S1/meals\_allowance\_factor\_S1\_company] if any of the following conditions are met:
  - Both fall on or after 13:00 but before 21:00 (13:00 <= time < 21:00)
  - Start time is before 13:00 (<13:00) **and** return time falls between 13:00 and 21:00 (13:00 =< return < 21:00)
  - Start time falls between 13:00 and 21:00 (13:00 =< return < 21:00) **and** return time is at or after 21:00 (=> 21:00)
- ◆ The system reduces the allowance amount by a percentage [meals\_allowance\_factor\_S2/meals\_allowance\_factor\_S2\_company] if the start time is before 13:00 (< 13:00) and the return time is after 21:00 (> 21:00)

3. **First day (multiple-day trip):**

- ◆ If the first departure time is before 13:00 (< 13:00) [partial\_day\_time\_1], the allowance is reduced by a percentage [meals\_allowance\_factor\_D/meals\_allowance\_factor\_D\_company]
- ◆ If the first departure time is after 13:00 (=> 13:00) [partial\_day\_time\_1], the allowance is reduced by a percentage [meals\_allowance\_factor\_D1/meals\_allowance\_factor\_D1\_company]

- ◆ If the first departure time is after 21:00 (> 21:00) [partial\_day\_time\_2], the allowance is reduced by a percentage  
[meals\_allowance\_factor\_D2/meals\_allowance\_factor\_D2\_company]
4. **Last day (multiple-day trip):**
- ◆ If the last return time is before 13:00 (< 13:00) [partial\_day\_time\_1], the allowance amount is reduced by a percentage  
[meals\_allowance\_factor\_R/meals\_allowance\_factor\_R\_company]
  - ◆ If the last return time is at or after 13:00 (=> 13:00) [partial\_day\_time\_1], the allowance amount is reduced by a percentage  
[meals\_allowance\_factor\_R1/meals\_allowance\_factor\_R1\_company]
  - ◆ If the last return time is after 21:00 (>21:00) [partial\_day\_time\_2], the allowance amount is reduced by a percentage  
[meals\_allowance\_factor\_R2/meals\_allowance\_factor\_R2\_company]
5. **Extended Trip:** If the day is marked by the user as an extended-trip day or if system-calculated, the allowance may be reduced.
- ◆ **Threshold 1:** The allowance may be reduced to a percentage of the normal allowance [extended\_trip\_company\_factor\_1/extended\_trip\_govt\_factor\_1] when the trip exceeds the specified number of days travel [extended\_trip\_limit\_1].
  - ◆ **Threshold 2:** The allowance may be further reduced to a percentage of the normal allowance [extended\_trip\_company\_factor\_2/extended\_trip\_govt\_factor\_2] when the trip exceeds the specified number of days travel [extended\_trip\_limit\_2].
- 
- NOTE:** If the user marks a day as reduced via the UI checkbox when the number of days does not fall into one of these two thresholds, the threshold 1 values will be used.
- 
6. **Provided Meals:** The system subtracts the indicated meal amount for each meal that was provided from the calculated rate. (Meals deduction amounts are loaded in the 300 record and represent the portion of the full day allowance attributed to that meal.)
7. **Benefit-in-kind meals:** The system subtracts the configured benefit-in-kind meal amount from the calculated rate for each benefit-in-kind meal.
8. **Overnight:** If the user has selected the check box in the **Overnight** column and lodging is **none** (not using travel allowance) the system adds the overnight amount to the calculated meals rate.

---

**NOTE:** 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.

---

## Lodging

The calculation is based on the following information: date, rate location, travel allowance type, and overnight indicator. 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. The system looks up the applicable lodging rate for the rate location in the rate tables.
2. **Extended Trip:** If the day is marked by the user as an extended-trip day or if system-calculated, the allowance may be reduced.
  - ◆ **Threshold 1:** The allowance may be reduced to a percentage of the normal allowance  $[\text{extended\_trip\_company\_factor\_lodging\_1} / \text{extended\_trip\_govt\_factor\_lodging\_1}]$  when the trip exceeds the specified number of days travel  $[\text{extended\_trip\_limit\_1}]$ .
  - ◆ **Threshold 2:** The allowance may be further reduced to a percentage of the normal allowance  $[\text{extended\_trip\_company\_factor\_lodging\_2} / \text{extended\_trip\_govt\_factor\_lodging\_2}]$  when the trip exceeds the specified number of days travel  $[\text{extended\_trip\_limit\_2}]$ .

---

**NOTE:** If the user marks a day as reduced via the UI checkbox when the number of days does not fall into one of these two thresholds, the threshold 1 values will be used.

---

3. If the employee selects the check box in the **Overnight** column and:
  - ◆ If lodging is a *fixed* allowance or *reimbursable* allowance, the system sets the lodging allowance to the overnight amount.
  - ◆ If lodging is **none** (not using travel allowance) and meals is a *fixed* allowance, the system adds the overnight amount to the meals amount and sets the reimbursable lodging limit to zero.

## Chapter 4: System Calculation Properties

Country-specific calculation properties are stored in the CT\_TA\_CALC\_METHOD\_PROPERTY table. **These properties are initialization data; therefore, these values are not imported via the Travel Allowance Importer.** Changes must be made via a service request through Concur's technical support process.

The following properties are used for generic timeband rules:

Name	Value	Description
extended_trip_company_factor_1	100	Percentage of the company allowance reimbursed for the extended-trip meals allowance when trip exceeds extended_trip_days_1
extended_trip_company_factor_2	100	Percentage of the company allowance reimbursed for the extended-trip meals allowance when trip exceeds extended_trip_days_2
extended_trip_company_factor_lodging_1	100	Percentage of the company allowance reimbursed for the extended-trip lodging allowance when trip exceeds extended_trip_days_1
extended_trip_company_factor_lodging_2	100	Percentage of the company allowance reimbursed for the extended-trip lodging allowance when trip exceeds extended_trip_days_2
extended_trip_count_reset_on_loc_change	N	Reset the extended trip count when the location changes
extended_trip_days_1	30	The number of days allowed in the trip before the extended-trip reduction is made to the meals allowance
extended_trip_days_2	60	The number of days allowed in the trip before the extended-trip reduction is made to the meals allowance
extended_trip_govt_factor_1	100	Percentage of the government allowance permitted for the extended-trip meals allowance when trip exceeds extended_trip_days_1
extended_trip_govt_factor_2	100	Percentage of the government allowance permitted for the extended-trip meals allowance when trip exceeds extended_trip_days_2
extended_trip_govt_factor_lodging_1	100	Percentage of the government allowance permitted for the extended-trip lodging allowance when trip exceeds extended_trip_days_1

Name	Value	Description
extended_trip_govt_factor_lodging_2	100	Percentage of the government allowance permitted for the extended-trip lodging allowance when trip exceeds extended_trip_days_2
meals_allowance_factor_D	100	Government percentage factor applied to meals allowance for partial days (percent) departure before time 1 (departure time < time 1)
meals_allowance_factor_D_company	100	Company percentage factor applied to meals allowance for partial days (percent) departure before time 1 (departure time < time 1)
meals_allowance_factor_D1	50	Government percentage factor applied to meals allowance for partial days (percent) departure between time 1 and 2 (time 1 <= departure time <= time 2)
meals_allowance_factor_D1_company	50	Company percentage factor applied to meals allowance for partial days (percent) departure between time 1 and 2 (time 1 <= departure time <= time 2)
meals_allowance_factor_D2	0	Government percentage factor applied to meals allowance for partial days (percent) departure at or after time 2 (time 2 < departure time)
meals_allowance_factor_D2_company	0	Company percentage factor applied to meals allowance for partial days (percent) departure at or after time 2 (time 2 < departure time)
meals_allowance_factor_R	0	Government percentage factor applied to meals allowance for partial days (percent) return before time 1 (return time < time 1)
meals_allowance_factor_R_company	0	Company percentage factor applied to meals allowance for partial days (percent) return before time 1 (return time < time 1)
meals_allowance_factor_R1	50	Government percentage factor applied to meals allowance for partial days (percent) return between time 1 and 2 (time 1 <= return time <= time 2)
meals_allowance_factor_R1_company	50	Company percentage factor applied to meals allowance for partial days (percent) return between time 1 and 2 (time 1 <= return time <= time 2)
meals_allowance_factor_R2	100	Government percentage factor applied to meals allowance for partial days (percent) return at or after time 2 (time 2 < return time)

Name	Value	Description
meals_allowance_factor_R2_company	100	Company percentage factor applied to meals allowance for partial days (percent) return at or after time 2 (time 2 < return time)
meals_allowance_factor_S	100	Government percentage factor applied to meals allowance for single-day trip (percent) - both departure and return time < time 1 OR - both departure and return time > time 2
meals_allowance_factor_S_company	100	Company percentage factor applied to meals allowance for single-day trip (percent) - both departure and return time < time 1 OR - both departure and return time > time 2
meals_allowance_factor_S1	100	Government percentage factor applied to meals allowance for single-day trip (percent) when both departure and return time are between time 1 and time 2 (time 1 <= departure and return time <= time 2)
meals_allowance_factor_S1_company	100	Company percentage factor applied to meals allowance for single-day trip (percent) when both departure and return time are between time 1 and time 2 (time 1 <= departure and return time <= time 2)
meals_allowance_factor_S2	100	Government percentage factor applied to meals allowance for single-day trip (percent) when departure is before time 1 and return is after time 2 (departure < time 1 AND time 2 < return time)
meals_allowance_factor_S2_company	100	Company percentage factor applied to meals allowance for single-day trip (percent) when departure is before time 1 and return is after time 2 (departure < time 1 AND time 2 < return time)
partial_day_time_1	1300	Earlier time of departure/arrival for partial day calculations (hhmm)
partial_day_time_2	2100	Later time of departure/arrival for partial day calculations (hhmm)
pay_single_day_trip_allowance	Y	Pay the authorized single-day trip allowance (Y/N)

## Chapter 5: Configuration Options

---

These country-specific configuration options are presented in the same order and with the same record type (*trx\_type*) numbers as in the client-facing *Travel Allowance Import* chapter of the client-facing Concur Expense - Import and Extract File Specifications.

### ***SettingsImporter (trx\_type 100)***

The *calc\_method\_code* must be set to GENERIC-TOD.

The *rate\_feed\_time\_bands* field must be left blank for GENERIC-TOD rules.

<b>Travel Allowance <i>REQUIRED</i> Rates</b>	
The settings below for the 100 record represent the <i>typical</i> settings for Austria and must be reviewed to ensure they are correct for a given client's needs.	
<i>lodging_rate_required</i>	Y
<i>overnight_rate_required</i>	N
<i>meals_rate_required</i>	Y
<i>incidentals_rate_required</i>	N
<i>breakfast_deduction_required</i>	Y
<i>lunch_deduction_required</i>	Y
<i>dinner_deduction_required</i>	Y
<i>breakfast_bik_deduction_required</i>	N
<i>lunch_bik_deduction_required</i>	N
<i>dinner_bik_deduction_required</i>	N
<i>custom_rate_required</i>	N

### ***Time BandRateImporter (trx\_type 200)***

Not used for the Generic Time of Day rules.

### ***RateImporter (trx\_type 300)***

There are no special requirements for Generic Time of Day rules.

### ***ExpiredRateImporter (trx\_type 310)***

There are no special requirements for Generic Time of Day rules.

### ***RateLocationMapImporter (trx\_type 400)***

There are no special requirements for Generic Time of Day rules.

**ConfigImporter (trx\_type 500)**

After the initial import, the configuration can be modified via import or using **Administration > Expense Admin > Travel Allowance** (left menu), on the **Configurations** tab.

The table below describes the options specific to this country. Note the following:

- The field descriptions are not shown here. Refer to the *Expense: Travel Allowance Setup Guide*.
- The **Field** column below shows the field name as it appears and in the same order as on the **Modify Travel Allowance Configuration** page in **Administration > Expense Admin > Travel Allowance** (left menu), on the **Configurations** tab as well as in the *Expense: Travel Allowance Setup Guide*.

Field	Country Specific Notes
<b>General Options</b>	
Configuration Name	Client preference
Configuration Code	Client preference
Calculation Method Code	As described in the <i>SettingsImporter (trx_type 100)</i> section of this guide
Rate Feed Code	Set based on client preferences
Government and Company Rates Types	Typical setting is <i>Company</i>
External URL	Optional link to open a new browser window displaying this site
External URL's text	Text label to display for the optional URL link
Meals Type Lodging Type	Set based on client preferences
Display Wizard	Set based on client preferences Typical setting for generic time of day is <i>Always</i>
Wizard Prompt Text	Optional text for the display wizard prompt to the user, when Display Wizard is set to Prompt. This will be used in place of the standard Concur text.
Same Day	Typical setting is <i>Cumulative</i> <b>NOTE:</b> Cumulative records exist in the database for the domestic country settings of AU, BE, DE, ES, IT, SE, US. If the Calculation Method field for DOMESTIC_CTRY_CODE is altered to one not in this list, additional work may be required by Concur implementation to support the cumulative setting.
Exchange Rate Day	Default is <i>Expense Day</i> ; change if requested by the client
Over Limit Distribution Method	Default is <i>Prorate over all expenses</i> ; change if requested by the client

Field	Country Specific Notes
Single Row Itinerary Check	Activates a system audit rule that prevents the submission of an itinerary with only one row
Use Overnight	Typical setting is No (check box cleared)
Use System Exception	Typical setting is Yes (check box selected)
User Entry of Extended Trip	Typical setting is No (check box cleared)
Display Quick Itinerary Wizard	Set based on client preferences
<b>Rate Options</b>	
Combine Meals and Lodging Rates	Set based on client preferences
Display Base Meals Rate	Set based on client preferences
Display Base Meals Rate In Rate Currency	Set based on client preferences Typically set to Yes when rates are stated in a different currency than the user's reimbursement currency
Display Company and Government Limit Comparison	Set based on client preferences
User Entry of Rate Location	Typical setting is No (check box cleared)
<b>Meals Options</b>	
Meals Deduction List	Typical setting is Not Used
Deduct for Provided Meals - Breakfast Deduct for Provided Meals - Lunch Deduct for Provided Meals - Dinner	Typical setting is Yes (check box selected) for all three
Default Breakfast to Provided	Set based on client preferences
Default Lunch to Provided	Set based on client preferences
Default Dinner to Provided	Set based on client preferences
Itemize Fixed Meals	Typical setting is No (check box cleared)
<b>Country-specific Options</b>	
Use Border Cross Time	<b>Must</b> be set to No (check box cleared); not supported for generic time of day rules
Use Lodging Type	<b>Must</b> be set to No (check box cleared); not supported for generic time of day rules
Use Percent Rule	<b>Must</b> be set to No (check box cleared); not supported for generic time of day rules
Use Short Distance	<b>Must</b> be set to No (check box cleared); not supported for generic time of day rules

Field	Country Specific Notes
Use Address List	Set based on client preferences To pay an allowance even when that allowance is consider a taxable benefit, set to Yes (check box selected); otherwise, to pay no allowance when that allowance would be deemed taxable, do not select (check box cleared) this option.
Use Trip Length List	<b>Must</b> be set to No (check box cleared); not supported for generic time of day rules
User Entry of Breakfast Amount	<b>Must</b> be set to No (check box cleared); not supported for generic time of day rules
User Entry of Meals Amount	<b>Must</b> be set to No (check box cleared); not supported for generic time of day rules
User Entry of Within Municipality	<b>Must</b> be set to No (check box cleared); not supported for generic time of day rules
Create itinerary rows based on air	Set based on client preferences

### ***ConfigMapImporter (trx\_type 600)***

There are no special requirements for Generic Time of Day rules.

### ***DeductPercentImporter (trx\_type 700)***

There are no special requirements for Generic Time of Day rules.

### ***DeductAmountImporter (trx\_type 800)***

There are no special requirements for Generic Time of Day rules.

