

# **Expense: Travel Allowance Configuration Guide – Sweden**

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## 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
April 13, 2019	Updated the <i>Allowance Location</i> section; from "...used as the allowance location" to "...the one with the highest rate will be used as the allowance location".
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
November 4 2017	Added a new option: <b>Use govt reduction on international trip company</b> . Now, with this new configuration option, the company allowance limit can be calculated on the government allowance. This helps Concur clients maintain best-practice travel configuration.
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
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
April 28 2010	Added information about <b>short_distance_trip_uses_deductions</b>
March 31 2010	Added new setting to enable alternate company meals rate calculation for extended trips
December 14 2009	Changed the name of the <i>Travel Allowance</i> chapter to the <i>Expense: Travel Allowance Setup Guide</i>
November 2009	Added new setting to deduct or not deduct for provided meals on single-day trips
October 16 2009	Single row itinerary check can now be used in the <i>current</i> user interface
August 28 for the September 18 2009 release	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
December 24 2008	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. Functionality has not changed.
August 1 2008	Clarified the information about extended trip
July 14 2008	Added a note about configuring the <b>Trip Type</b> field in <i>Account Codes Based on Type of Trip</i> in this guide

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# Chapter 1: General Information

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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.

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 Expense Reports using the **Add Expense** page 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

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### General

The Swedish government allows for full- or half-day allowances for meals to employees traveling for business based on rate schedules published by the government.

The most common method of reimbursement is either fixed or reimbursable allowances for meals and actual expenses for lodging. If the business elects to use company rates higher than the government limits, the amount over the allowance limit may be considered taxable income to the employee.

### Allowance Location

The following are rules for determining the travel allowance location.

- When the traveler is at a single location for the entire day, that location is used for the travel allowance location in determining the rate.
- If multiple locations are visited on the same day, the location where the longest period of the day (defined as between 06:00 and 24:00) has been spent is the allowance location.

This results in the following system interpretation when there is not a clear majority of the time in a specific location:

- The time is defined from the arrival time at that location to the departure time for a new location. *In transit* time is not used in determining the location visited for the longest period of time.
- If two locations are visited on the same day for the exact same period of time, the one with the highest rate will be used as the allowance location.
- For the first day of a trip with a single arrival location for the date, the arrival location is used (unless overridden by bullet #2 above for multiple locations on the same date).
- If the user is in transit across multiple dates for the first day of a trip, the arrival location is used for both.
- The time *before* departure to a foreign location and *after* return from a foreign location is counted as time at that location even though, under the general rules, this would be *in transit* time. The foreign travel time commences and ends based on the border-crossing time entered by the user on the itinerary. This field defaults to the departure time but can then be modified by the user. On the first itinerary row, time from the commencement of the trip to the border-crossing time is counted as time in the departure location. On the final itinerary row, the border-crossing time to the completion of the trip is counted as time in the arrival location.

Example: The traveler departs home at 0700, boards an airplane that departs at 0900, and arrives at the foreign destination at 1200. The border-crossing time would default to 0700 and be modified by the traveler to 0900. So, 2 hours is counted at the departure location.

## In Transit Rates

Some clients elect to use special rates for days of travel that are wholly in-transit and thus do not really have a location. These rates are supported via optional system parameters.

## Rates

The Swedish government publishes the allowance amounts on an annual basis for all domestic locations and specific international countries.

## Lodging Allowance

Lodging expenses are normally based on the actual expense incurred. Fixed or reimbursable lodging allowances are allowed but uncommon.

## Overnight Allowance

Sweden permits the use of an overnight allowance. This is given to the traveler in lieu of the lodging allowance when the traveler stays with friends, in a caravan, or any other lodging arrangement other than traditional hotel accommodations.

## Meals Allowance

The basis of the allowance is either a full or half day (50% allowance), unless this is an extended trip.

The meals allowance is based on a published amount per location, then adjusted for partial days and provided meals. The allowance amount never is reduced below zero.

## Multiple Trips on the Same Date

If multiple 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.

- 0-12 hours results in a 50% allowance
- 12-24 hour results in a 100% allowance (similar to first day logic)

The meals allowance location is based on the normal rules described earlier in this document and considers travel time in each itinerary. If fixed meals are used and each itinerary is associated with a different report, the expense is created in the report using the itinerary with the allowance location.



### Special Cases

- Multiple-day trip sharing a day with a single-day trip:
  - ♦ The multiple-day trip will receive the expense and the allowance will be calculated without consideration of the single-day trip.
- Single-day trip sharing a day with another single-day trip:
  - ♦ If option 1 is used for single-day trips, then no allowance will be granted.
  - ♦ If option 2 is used, then the first departure time and the latest arrival time are used to define the times of day.
  - ♦ If option 3 (time bands), then the hours from each trip will be added together and the allowance is based on that total number of hours.

### Provided Meals

Amounts for provided meals are determined from the allowance for the location based on a percentage. The percentages differ for domestic and international locations.

The following table documents the provided meal deductions when the meal is provided on a full day of travel.

Provided meals	Domestic	International
All meals	90%	85%
Breakfast	20%	15%
Lunch	35%	35%
Dinner	35%	35%

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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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The individual meal deduction for a day entitled to a reduced allowance uses the reduced allowance as the base for calculating the meals deduction. The base allowance is reduced in two circumstances: partial days (following in this guide) and extended stays (following in this guide).

Example:

Provided meals	Full day meals deduction for example 200 SEK allowance	Deduction if allowance is reduced to half (100 SEK)
All meals	180 SEK	90 SEK
Breakfast	40 SEK	20 SEK
Lunch	70 SEK	35 SEK
Dinner	70 SEK	35 SEK

## Partial Days

Partial days are handled differently based on whether they are the first or last day of the trip.

First Day (multiple day trip)		Last Day (multiple day trip)	
Departure before 12:00	100%	Return before 12:00	50%
Departure 12:00-19:00	50%	Return 12:00-19:00	50%
Departure after 19:00 (greater than)	50%	Return after 19:00 (greater than)	100%

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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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## Short Distance Trips (< 50 km)

The Swedish government does not allow tax-free meals allowances for trips less than 50 kilometers from the home location; however, it is common for companies to reimburse their travelers in this circumstance.

If a company wishes to do this, the travel allowance configuration can be set to show a check box on the itinerary for the traveler to indicate that this is a short distance trip (Use Short Distance). If the traveler checks this box, the allowances given to the traveler will be based on the amounts configured in the system calculation properties for **short\_distance\_company\_rate** and **short\_distance\_govt\_rate**.

An additional option for clients using this setting is to elect to **not** deduct for provided meals on short distance trips. If the trip is marked as a short distance trip and the traveler marks meals as provided, the system will not reduce the allowance if the system calculation property for **short\_distance\_trip\_uses\_deductions** = N

## Single-Day Trips

The Swedish government does not allow tax-free meals allowances for single-day trips; however, it is common for companies to reimburse their travelers in this circumstance. Meal allowances paid for one-day business trips are considered taxable income to the employee, 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 and sets the account code for the expense to the over limit account code. 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 and the property **single\_day\_trip\_uses\_time\_bands** is set to N.

This option for paying single-day allowances is the easiest to configure and maintain. The allowance amount is based on the following information.

<b>Single Day Trip</b>			
	<b>Return before 12:00</b>	<b>Return 12:00-19:00</b>	<b>Return after 19:00 (greater than)</b>
<b>Departure before 12:00</b>	0	50%	100%
<b>Departure 12:00-19:00</b>	N/A	50%	50%
<b>Departure after 19:00 (greater than)</b>	N/A	N/A	0%

- **Option 3 – Complex allowance calculation:** The system calculation property **pay\_single\_day\_trip\_allowance** is set to Y and the property **single\_day\_trip\_uses\_time\_bands** is set to Y.

This option requires more complexity in loading rates but allows the greatest flexibility in reimbursing the traveler. This allows the company to define the allowance based on the duration of travel for the day. As an example, the company may choose the following logic for domestic single day trips:

<b>Duration</b>	<b>Allowance</b>
0 to 6 hours	0
6 to 12 hours	50 SEK
12 – 18 hours	100 SEK
18 – 24 hours	150 SEK

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**NOTE:** The rates for single-day trips are loaded using the time bands (200) records in the import file. If rates have already been imported and the client wishes to change to option 3, a new rate feed must be used to enable use of the time bands.

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Since the allowance is fully taxable, it is up to the client to determine whether or not provided meals are deducted on single-day trips. This can be set via the system calculation property **single\_day\_trip\_uses\_deductions**. The default value of No will not deduct from the allowance for provided meals. If this is changed to Yes, then the standard meals deductions will be made.

## Extended Trips (over 3 months)

If a trip lasts longer than 90 days (three months), the meals allowance is reduced to 70%. The lodging allowance (if used) is reduced to 50% of the domestic lodging allowance.

To restart the calculation of the 90-day period, the employee must work at a different location for four weeks. Shorter changes to location, holidays, and sick leaves are not counted but do not reset the 90-day counter.

There are two ways to configure the system for extended trips:

- **Option 1:** The system will automatically calculate whether or not a day is an extended-trip day based on number of days in the itinerary.

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**NOTE:** The system will restart the 90-day counter when the employee is away from that specific location to any other location or combination of locations for 28 or more consecutive days.

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- **Option 2:** The system is configured to show a check box for the user to indicate that a day is an extended-trip day. For this option, the system does no validation and uses the extended trip allowance reduction logic for the day that the user indicates.

The option is set in the travel allowance configuration by the field labeled **Use Extended Trip Rule**.

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**NOTE:** If the extended-trip date uses an overnight allowance in place of the hotel allowance, the system will use the overnight allowance without reduction.

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## Domestic Extended Trips Alternate Calculation

There are two options for how the domestic fixed meals allowance is calculated for the company allowance amount when the rates used are both government and company.

By default, the provided meals for both company and government allowance limits are calculated the same way by multiplying the allowance by the extended trip reduction factor:

$$\text{Meals Rate} * \text{extended trip factor}$$

Optionally, the company allowance limit can be calculated using a different method; the government allowance calculation remains the same in both options. This optional calculation uses this algorithm:

$$\text{Company Meals Rate} * (\text{Government Meals Rate} * [1 - \text{govt\_extended\_trip\_factor}])$$

The provided meals deduction would also be altered by this calculation, using this algorithm to determine the provided meals deduction amount:

$$\text{company rate breakfast provided} - (\text{government rate breakfast provided} * (1 - [\text{govt extended trip factor}]))$$

To use this second option, set the system calculation property `extended_domestic_trip_use_govt_reduction_on_comp_rate` to Y.

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**NOTE:** The allowance for foreign locations is not affected by this option and is always calculated using first method.

**NOTE:** To use the alternate calculation [`Company Meals Rate - (Government Meals Rate * [1 - govt_extended_trip_factor])`] for foreign locations, set the system calculation property, **extended\_foreign\_trip\_use\_govt\_reduction\_on\_comp\_rate**, to Y.

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## Account Codes Based on Type of Trip

Clients can set different account codes based on the nature of the trip – multi-day domestic, extended multi-day domestic, multi-day international, extended multi-day international, single-day domestic, single-day international. This option is typically used by clients needing a different account code to indicate the wage type.

To use this option, an expense custom field is configured to hold the trip type. Once configured, this field can be included in the account code hierarchy for looking up accounts codes. This configuration uses both a site setting to identify the custom field to use for this data and a system calculation property to turn on the option.

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**NOTE:** To configure the **Trip Type** custom field, set the data type for the field as *List* using the default list *Travel Allowance Trip Types*. Next, add the field to the appropriate expense form with the role access setting of *Hidden* or *Read-only*. Next, create a Concur service request to set the site setting to identify the custom field used and to turn on this option. Finally, configure the appropriate account code hierarchy and associated account codes.

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## Reporting Requirements – Meals Allowances

The business must report statistics on meal allowances paid to employees to the Swedish government. The report requires a count of full- and/or half-day allowances paid to each employee. This system marks an allowance as either full or half day in order to track the necessary information for this reporting requirement. The CT\_TA\_DAY table has a column (FULL\_ALLOWANCE\_DAY) for this purpose. The following values are used:

- Y – Full day's allowance provided
- N – Partial day's allowance provided
- Null – No allowance provided

## Chapter 3: System Calculation Logic

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**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]

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### Fixed Meals

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. **Short Distance Trip:** If the trip is marked as a short-distance trip, then the allowance is set to the short-distance rate [short\_distance\_company\_rate or short\_distance\_govt\_rate].
3. **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: Allowance amount is set to zero

**Option 2:** Simple:

- ◆ If the system is configured to pay no allowance for a single-day trip [pay\_single\_day\_trip\_allowance], the allowance is reduced to zero.
- ◆ The system reduces the allowance amount to zero if both start and end times meet any of the following:
  - Both fall before 12:00 (< 12:00) [partial\_day\_time\_1]
  - Both fall after 19:00 (> 19:00) [partial\_day\_time\_2]
- ◆ The system reduces the allowance amount to 50% if any of the following conditions are met:
  - Both fall on or after 12:00 but before 19:00 (12:00 <= time < 19:00)
  - Start time is before 12:00 (<12:00) **and** return time falls between 12:00 and 19:00 (12:00 =< return < 19:00)
  - Start time falls between 12:00 and 19:00 (12:00 =< return < 19:00) **and** return time is at or after 19:00 (=> 19:00)
- ◆ Allowance remains at 100% if the start time is before 12:00 (< 12:00) and the return time is after 19:00 (> 19:00)

**Option 3:** Complex: The number of hours traveled are compared to the time bands to look up the allowance amount.

#### 4. **First day (multiple-day trip):**

- ◆ If the start time is after 12:00 (=> 12:00) [partial\_day\_time\_1], the allowance is reduced to 50%.
- ◆ If the start time is before 12:00 (<12:00) [partial\_day\_time\_1], the allowance remains 100%.

#### 5. **Last day (multiple-day trip):**

- ◆ If the return time is before 12:00 (<12:00) [partial\_day\_time\_1], the allowance is reduced to 50%.
- ◆ If the return time is after 19:00 (=>19:00) [partial\_day\_time\_2], the allowance amount remains 100%.

#### 6. **Extended Trip:** If the day is marked by the user as an extended-trip day or if system-calculated, if this is not the last day of the trip and is the 91st or higher day of the trip [extended\_trip\_days] and at the extended-trip location.

- ◆ **Option 1:** Standard calculation  
[extended\_domestic\_trip\_use\_govt\_reduction\_on\_comp\_rate = N] or location is foreign. The system reduces the allowance amount to 70% [extended\_trip\_meals\_factor and extended\_trip\_company\_meals\_factor].
- ◆ **Option 2:** Alternate company calculation  
[extended\_domestic\_trip\_use\_govt\_reduction\_on\_comp\_rate = Y] and location is domestic.
  - Company allowance. The system reduces the company allowance amount using this formula:  
company meal rate – (Government meal rate \* [1-extended\_trip\_meals\_factor])
  - Government allowance. The system reduces the government allowance amount to 70% [extended\_trip\_meals\_factor]. (Standard calculation)

#### 7. **Provided Meals:** The system subtracts the indicated meal amount for each meal that was provided from the calculated rate.

- ◆ Standard logic:
  - For a full day, this is the amount defined in the rate record for the specified meal.
  - For a partial day, the amount in the rate record is reduced by 50% [meals\_allowance\_factor] (as per 3 & 4 above).
  - For an extended trip, the amount in the rate record is reduced by 70% [extended\_trip\_meals\_factor]
- ◆ For a short-distance trip, the provided meal amount will not be deducted from the allowance if short\_distance\_trip\_uses\_deductions = N. If it is set to Y, then the following logic applies.
- ◆ For an extended domestic trip with [extended\_domestic\_trip\_use\_govt\_reduction\_on\_comp\_rate = Y], the company rate meals deduction uses this formula to adjust the deduction amount:  
company rate provided meal deduction – (government rate provided meal deduction \* (1 – [govt extended trip factor]))

- ◆ Single day trips:
  - **Option1: No Allowance** If the trip is a single day trip and `single_day_trip_uses_deductions=N`, then make no deductions for provided meals.
  - **Option 2: Simple** Deductions for single day trips follow the same logic as a multiple day trip as listed above.
  - **Option3: Complex** The meal deduction in the full day rate record is used to prorate the meal deduction amount.

$\text{Deduction} = \text{Full day meal deduction} * (\text{time band partial day rate} / \text{full day rate})$

8. If the calculated rate is less than zero, the system sets the rate to zero. (The allowance cannot be a negative amount.)

## Reimbursable Meals

Use the calculation logic above to determine the allowance limit for the day.

## 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.

1. The system looks up the applicable lodging rate for the rate location in the rate tables.
2. **Extended Trip:** If this is not the last day of the trip and is the 91st or higher day of the trip [`extended_trip_days`] and at the extended-trip location or is marked by the traveler as an extended-trip day, the system sets the allowance amount to 50% [`extended_trip_lodging_factor` and `extended_trip_company_lodging_factor`] of the domestic lodging allowance.



## 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.** These properties are used for all Swedish travel allowance calculations. They cannot be set differently for different travel allowance configurations sharing the Swedish calculation method.

**NOTE:** Any client-specific changes to these values must be made directly in the database.

The following properties are used for Swedish rules:

Name	Value	Description
ctry_code	SE	Defines the country that is considered domestic
early_cutoff_time	0600	Defines the start of the business day; number of hours in a location are between this time and midnight
meals_allowance_factor	50	Percentage factor applied to meals allowance for partial days (percent)
partial_day_time_1	1200	Earlier time of departure/arrival for partial day calculations (hhmm)
partial_day_time_2	1900	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)
single_day_trip_uses_time_bands	N	Allows the allowance for a single day trip to be calculated based on time band rates
extended_trip_days	90	The number of days over which the extended trip rules apply (integer)
extended_trip_reset_days	28	The number of days over which the extended trip reset rules apply (integer)
extended_trip_meals_factor	70	Percentage of the government meals allowance permitted for the extended-trip allowance All amounts above this reduced amount are recorded against the over-limit account code.
extended_trip_company_meals_factor	70	Percentage of the company meals allowance permitted for the extended-trip allowance
extended_trip_lodging_factor	50	Percentage of the government lodging allowance permitted for the extended-trip allowance All amounts above this reduced amount are recorded against the over-limit account code.
extended_trip_company_lodging_factor	50	Percentage of the company lodging allowance permitted for the extended-trip allowance
short_distance_company_rate	0	Company allowance amount used for a short distance trip; this amount is set by the company

Name	Value	Description
short_distance_govt_rate	0	Government allowance amount used for a short distance trip; the government defines this as zero
use_in_transit_company_rate	N	Use the in transit rate logic for determining company allowances for a day that is wholly in transit
in_transit_company_rate	0	Rate to use for the company in transit rate allowance
use_in_transit_govt_rate	N	Use the in transit rate logic for determining government allowances for a day that is wholly in transit
in_transit_govt_rate	0	Rate to use for the government in transit rate allowance
use_trip_type_entry_field	N	Enable use of the trip type so that this value is set by the application for each travel allowance expense <b>NOTE:</b> This feature also requires that the site setting for TRAVEL_ALLOWANCE/TRIP_TYPE_FIELD be configured to identify the custom field used for this information.
single_day_trip_uses_deductions	N	Deduct for provided meals when the trip is a single-day trip
extended_domestic_trip_use_govt_reduction_on_comp_rate	N	Enable use of the alternate company meals allowance calculation for extended domestic trips
short_distance_trip_uses_deductions	Y	Enable reduction of short distance trip allowance based on provided meals
extended_foreign_trip_use_govt_reduction_on_comp_rate	N	Enable use of the alternate company meals allowance calculation for extended foreign trips.

## Chapter 5: Configuration Options

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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* = SWEDISH.

The *rate\_feed\_time\_bands* field must be left empty for Swedish rules, unless electing to use time bands for single-day trip reimbursement (option 3).

### ***TimeBandRateImporter (trx\_type 200)***

Not used by Swedish rules unless using option 3 for single-day trip reimbursement.

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

There are no special requirements for this country.

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

There are no special requirements for this country.

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

There are no special requirements for this country.

### ***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

Field	Country Specific Notes
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 BOTH ( <i>Government and Company</i> ) to allow tracking of taxable and non-taxable differences between company and government rates
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	Typical Swedish settings are <i>Fixed</i> for meals and <i>None</i> for lodging
Display Wizard	Set based on client preferences
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	The Swedish government specifies <i>Cumulative</i> ; <i>None</i> is also allowed
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
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 Yes (check box selected)
Use System Exception	Set based on client preferences
User Entry of Extended Trip	Set based on client preferences
Display Quick Itinerary Wizard	Set based on client preferences
<b>Rate Options</b>	
Combine Meals and Lodging Rates	Typical setting is No (check box cleared)
Display Base Meals Rate	Set based on client preferences
Display Base Meals Rate In Rate Currency	(Feature not yet available)
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

Field	Country Specific Notes
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	Typical setting is Yes (check box selected)
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	Must be set to Y (check box checked)
Use Lodging Type	<b>Must</b> be set to No (check box cleared); not supported for Swedish rules
Use Percent Rule	<b>Must</b> be set to No (check box cleared); not supported for Swedish rules
Use Short Distance	Set based on client preferences. Typical setting is No (check box cleared)
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 Swedish rules
User Entry of Breakfast Amount	<b>Must</b> be set to No (check box cleared); not supported for Swedish rules
User Entry of Meals Amount	<b>Must</b> be set to No (check box cleared); not supported for Swedish rules
User Entry of Within Municipality	<b>Must</b> be set to No (check box cleared); not supported for Swedish rules
Create itinerary rows based on air	Set based on client preferences

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

There are no special requirements for this country.

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

For Swedish rules, set according to the following for domestic deductions:

- calc\_method\_code – set to SWEDISH
- domestic - N
- breakfast\_deduction\_pct – set to 20
- lunch\_deduction\_pct – set to 35
- dinner\_deduction\_pct – set to 35
- All other fields must be left blank.

For Swedish rules, set according to the following for international deductions:

- calc\_method\_code – set to SWEDISH
- domestic - N
- breakfast\_deduction\_pct – set to 15
- lunch\_deduction\_pct – set to 35
- dinner\_deduction\_pct – set to 35
- All other fields must be left blank.

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

Not used by Swedish rules.

