

# **Expense: Travel Allowance Configuration Guide – US / GSA**

**Last Revised: May 29, 2019**

## Revision History

Date	Revision Notes/Comments
August 10, 2022	Minor changes to align with current style guidelines and best practices.
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
July 24, 2018	Updated the description for the <code>trip_duration_min_hours</code> property. Only trips greater than 12 hours qualify for reimbursement.
March 27, 2018	Updated the copyright; no other changes; cover date not updated
January 17, 2017	Changed copyright; no other content changes.
May 12, 2016	Updates for rate and calculation maintenance
February 19, 2016	Added new option to support tracking of recurring visits to the same location in order to determine employee taxability
November 14, 2014	Added information about new Extended Trip options.
June 13, 2014	General updates in ConfigImporter (trx_type 500)
May 17, 2013	Addition of the <code>use_arrival_loc_for_transit_days</code> system calculation property
December 28, 2012	Made rebranding and/or copyright changes; no content changes
September 23, 2011	<p>Changed this text:</p> <p style="padding-left: 40px;">With the recommended cumulative setting:</p> <ul style="list-style-type: none"> <li>- A single 75% allowance will be given for the trip with the longest duration for that date.</li> </ul> <p>To this:</p> <p style="padding-left: 40px;">With the recommended cumulative setting:</p> <ul style="list-style-type: none"> <li>- A single 75% allowance will be given for the last trip for that date.</li> </ul>
August 12, 2011	Added information about the 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	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.
April 2008	Initial publication for Concur Travel & Expense

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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 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

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This section describes the US/GSA 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 US/GSA travel allowance system is based on a standard allowance for each day of the trip.
- Travel allowances often differ between government employees and government contractors.
  - ◆ The most common method of reimbursement for government employees is fixed allowances for both meals and lodging.
  - ◆ Government contractors most often use reimbursable allowances, paying actual expenses and tracking the amounts over the limits.
- For government contractors, it is common for the employer to reimburse the traveler for an amount *above* the travel allowance limit. If this is done, the amount up to the limit and the amount above the limit must be tracked separately for different handling in the financial systems.
  - ◆ Most often, the amount up to the limit is assigned to one general ledger account code for billing to the government contract.
  - ◆ The amount above the limit is assigned to another general ledger account code for overhead costs and cannot be billed against the government contract.

### 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.

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

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- The rate paid for the traveler's day of return is based on where the traveler spent the previous night.

## Rates

The rates for the US/GSA locations are published separately for CONUS (Continental US) and OCONUS (Outside Continental US) locations. Domestic OCONUS rates are set by the Department of Defense, and foreign OCONUS rates are set by the Department of State. Concur sources the rates from the US government Web site: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. For more information about the rates, please refer to this site.

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**NOTE:** Rates for Alaska, Hawaii, and other outlying possessions are provided with the OCONUS rates.

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## Concur Rate Service

Concur provides an optional rate service for loading and maintaining the US/GSA rates. The rates are downloaded nightly from the US government Website to check for any updated rates. Any changes found are loaded into the Concur applications the next day. Typically, domestic rate updates are posted quarterly, and foreign rate updates are posted monthly, but sometimes changes are placed on the Website outside of these normal cycles.

URL source for rates used by the Concur rate service:

<http://www.defensetravel.dod.mil/site/perdiemFiles.cfm>

## Seasonal Rates

The US/GSA rates are often adjusted for peak and off-peak seasons for popular travel destinations. Concur Expense allows for these seasonal rate changes.

## Lodging Allowance

Lodging allowances are based on whether or not the traveler spent the night in a hotel or a similar hotel-like accommodation. The lodging allowance is defined for each location.

The traveler is either eligible for lodging based on the listed allowance or for no lodging allowance; there is no "partial" lodging allowance.

## Lodging Taxes

Lodging taxes are included in the published foreign allowance amounts but not included in the US domestic allowance amounts and must be itemized separately for domestic expenses. The taxes are reimbursable to the traveler and can be billed against a contract by a government contractor. This presents some additional requirements for:

- Travelers that personally pay the difference between the allowed lodging rate and a higher-cost accommodation; and

- Government contractors who pay the traveler the actual amount of the lodging expense but bill only the amount up to the allowance amount to the government contract.

Most auditors interpret the regulations to mean that when a lodging expense is partially reimbursed/allowed, the accompanying hotel taxes must also be divided into reimbursed/billable and personal/overhead portions.

In these cases, the taxes are prorated in order to divide them into billable and overhead or personal portions for the financial systems. For example, if the lodging expense is 100 USD and the allowance is 75 USD, then 75% of the lodging taxes are billable to the government contract and 25% are overhead to the contractor. If the traveler is personally paying this difference in lodging costs, then 25% of the lodging taxes are a personal cost and not reimbursable.

For the following scenario and a travel allowance configuration where the employee is reimbursed 100% of the expense, but the company can bill the government contract only up to the limit, the resulting ledger entries would be as follows. Assume:

- Entry 1 – Hotel = 100 USD
- Entry 2 – Hotel Taxes = 31.28 USD

Entry	Expense Type	Disbursement	Amount USD
Entry 1	Hotel	Reimbursed to employee	100.00
Entry 1	Hotel	Bill to contract	(75.00)
Entry 1	Hotel	Overhead write-off	(25.00)
Entry 2	Hotel Taxes	Reimbursed to employee	31.28
Entry 2	Hotel Taxes	Bill to contract	(23.46)
Entry 2	Hotel Taxes	Overhead write-off	(7.82)

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**NOTE:** The hotel prorating feature can be turned off by removing the value in the field CUSTOM\_REIMBURSABLE\_CALC\_PROC in the table CT\_TA\_CALC\_METHOD.

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To aid the traveler in correctly setting the **Travel Allowance** check box for lodging tax, the default value will be correctly set to checked (check box selected) for foreign lodging tax and not checked (check box not selected) for domestic US lodging tax **if** the **Travel Allowance** check box is selected on the hotel expense prior to the user itemizing the hotel expense.

## Meals Allowance

The basis for US/GSA travel allowance calculations is *meals*. The assumption is that the traveler receives an allowance for three meals a day plus a nominal amount for incidentals.

## Multiple Trips on the Same Date

The GSA does not define 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 75% allowance will be given for the last trip for that date.
- If there are two single-day trips on the same date, one of the trips must exceed 12 hours or neither will receive an allowance.

With the *separate* setting, each trip will be evaluated independently and will likely result in each receiving a 75% allowance for the date.

## Provided Meals

All meals travel allowance rates are set for each location, then adjusted for provided meals. The US government published this meals adjustment domestically by rate and does not include it in the downloadable rates file.

Meals Rate (USD)	Breakfast (USD)	Lunch (USD)	Dinner (USD)	Incidentals (USD)
39	7	11	18	3
44	8	12	21	3
49	9	13	24	3
54	10	15	26	3
59	11	16	29	3
64	12	18	31	3

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**NOTE:** The meals rate breakdown is published in Chapter 301 Appendix B of the Federal Travel Regulations. This rate data is provided as sample only and should always be verified against the current US government regulations.

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## Partial Days

The US/GSA rules define how to calculate the Meals and Incidental Expenses (M&IE) allowance for full and partial days in a trip. From FTR, 301-11.101:

- **Trip less 12 hours:** The traveler is not eligible for any travel allowance.
- **Trip more than 12 hours but less than 24 hours:** The traveler receives 75% of the applicable M&IE rate.

If the period spans two calendar days, the traveler receives 75% for each calendar date.

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**NOTE:** Based on 26 CFR 1.62(c) – In accordance with the US/GSA's federal travel regulations, employers may prorate the federal M&IE rate by allowing 75% of the applicable federal M&IE rate for each partial day of travel away from home.

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- **Trip more than 24 hours:**
  - ◆ **For the day of departure:** 75% of the applicable M&IE rate
  - ◆ **For each full day of travel:** 100% of the applicable M&IE rate
  - ◆ **For the day of return:** 75% of the applicable M&IE rate

## Percentage Rules

The system can allow the allowance reimbursement to go above the published rate in certain circumstances. This is defined within the system parameters so that a company may optionally enable this functionality. By default, this option is not enabled.

- If the user selects the check box in the **Use Percent Rule** column, the application will increase the allowed allowance for the date by the specified percent for meals and for lodging.

This option is activated by selecting the **Use Percent Rule** check box on the **Edit Travel Allowance Configuration** page. The client should review and adjust the values for the system calculation properties used for this action as needed. The company may set different factors for the government allowance and the company allowance, if they have elected to use both rates in their calculations. Typically, the company allowance represents the amount that the sets the limit for the user reimbursement, and the government allowance sets the amount for tracking against the US government limits.

- The lodging allowance will be adjusted by the factor indicated in the calculation parameters [lodging\_govt\_percent\_rule\_multiplier and lodging\_comp\_percent\_rule\_multiplier].
- The meals allowance will be adjusted by the factor indicated in the calculation parameters [meals\_govt\_percent\_rule\_multiplier and meals\_comp\_percent\_rule\_multiplier].

## Extended Trips

### ***Option 1: Automatic calculation***

Starting on Nov. 1, 2014, the US government (JTR) reduced the rates for allowances on trips that last over a certain number of days. The reduced rates are handled within Concur in the following manner:

- Trips that are over 30 days should have the meals allowance for days 31-180 (full day allowance) reduced to 75%
- Trips that are over 180 days should have the meals allowance for days 181 and greater reduced to 55%

- First/last day of trip is unchanged and continues to receive the normal partial day reduction without further alteration. The above extended trip reductions apply to full days at the trip location.

This extended trip handling is an optional adjustment. It is activated by the setting values for the system calculation properties used for this action as described below.

- Extended trip boundaries – a company may elect to use one or two boundaries for the extended trip reduction. If a single boundary is desired, it should be set using `extended_trip_days`.
- If a company uses both company and government rates, the reduction factor may be set differently for each type of rate. For example, if the company wants to reimburse the traveler 100% of the rate but track the amount over the government limits, they will set the government factors to the government reduction (75% and 55%) and set the company factors to 100%.

System calculation property	Value	Description
<code>extended_trip_days</code>	30	Indicates the boundary for when a trip day is considered extended. The number in this property is the last day of a trip that falls under the regular rules without reduction. If this value is 0, then no reduction would be applied.
<code>extended_trip_days_2</code>	180	Indicates the boundary for when a trip day will enter the second boundary period of an extended trip. The number in this property is the last day of a trip that falls into the first extended trip reduction. If this value is 0, then the reduction for <code>extended_trip_days</code> would be applied to all dates after that boundary.
<code>extended_trip_govt_factor</code>	75	Percentage factor applied to the government rate for each full day in the trip that is greater than <code>extended_trip_days</code> (30) and less than or equal to <code>extended_trip_days_2</code> (180) (excludes the first and last day of the trip)
<code>extended_trip_company_factor</code>	75	Percentage factor applied to the company rate for each full day in the trip that is greater than <code>extended_trip_days</code> (30) and less than or equal to <code>extended_trip_days_2</code> (180) (excludes the first and last day of the trip)
<code>extended_trip_govt_factor_2</code>	55	Percentage factor applied to the government rate for each full day in the trip that is greater than <code>extended_trip_days_2</code> (180) (excludes the first and last day of the trip)

System calculation property	Value	Description
extended_trip_company_factor_2	55	Percentage factor applied to the company rate for each full day in the trip that is greater than extended_trip_days_2 (180) (excludes the first and last day of the trip)
extended_trip_count_reset_on_loc_change	N	Indicates whether the trip day count restarts on change of location (city). For example, if the employee is at city 1 for days 1-45 and then relocates to city 2 for days 46-50 <ul style="list-style-type: none"> <li>• If set to N, then days 31-50 are reduced by the first factor</li> <li>• If set to Y, then days 31-45 are reduced by the first factor, but days 46-50 are not. Days 46-50 represent a new location and a newly started count for that location of 5 days</li> </ul>

**Option 2: User Entry**

The general travel allowance function allows the user to determine if extended trip rules apply. If the system is configured to allow the user to make this choice, the **Extended Trip** column appears on the **Expenses & Adjustments** page as illustrated below. This option supports a single boundary for reduction of the allowance and is typically used to support company policy.

Exclude	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Extended Trip	Allowance
<input type="checkbox"/>	01/23/2008 London, UNITED KINGDOM	\$135.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$135.75
<input type="checkbox"/>	01/24/2008 London, UNITED KINGDOM	\$181.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$181.00
<input type="checkbox"/>	01/25/2008 Manchester, UNITED KIN...	\$151.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$151.00
<input type="checkbox"/>	01/26/2008 Manchester, UNITED KIN...	\$151.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$151.00

The extended trip column is enabled on the travel allowance configuration by checking the option titled **User Entry of Extended Trip**.

The system calculation properties used for this option are as follows.

System calculation property	Description
extended_trip_govt_factor	Percentage factor applied to the government rate for each full day in the trip that is greater than extended_trip_days
extended_trip_company_factor	Percentage factor applied to the company rate for each full day in the trip that is greater than extended_trip_days

## Chapter 3: System Calculation Logic

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### Meals

The calculation is based on the date, rate location, travel allowance type, overnight indicator, and provided meals. A meals allowance is calculated for each calendar date of the trip.

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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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The system looks up the base rate for the date, destination, and category method. This becomes the calculated rate and the base rate. The calculated rate is then adjusted according to the following steps:

1. **Trips less than 24 hours:** If the total duration of the trip is less than 24 hours, special handling is applied:
  - ◆ **Trip less than 12 hours:** If the total duration of the trip is less than 12 hours [trip\_duration\_min\_hours], the allowance amount is set to zero.
  - ◆ **Trip greater than 12 hours but less than 24 hours:**
    - **Single date:** The system multiplies the base rate by 75% [first\_day\_percent] to obtain the calculated rate.
    - **Two calendar dates:** No special handling; each date follows the normal first/last day calculation.
2. **Rate Location:** The *Use arrival location for in transit days* module property adjusts the rate location by using either the departure or arrival location when transit is at the end of the day (the midnight boundary).



Refer to *Working With Calculation Method Properties* in the *Expense: Travel Allowance Setup Guide* for more information about configuring module properties in Travel Allowance administration.

3. **First/Last day:** For the first or last day of travel of a trip that spanned more than one date, the system multiplies the base rate by 75% [first\_day\_percent or last\_day\_percent] to obtain the calculated rate.
4. **Percentage Rules:** If the user selects the check box in the **Use Percent Rule** column, the calculated meals allowance amount is multiplied by the defined percentage [meals\_govt\_percent\_rule\_multiplier or meals\_comp\_percent\_rule\_multiplier].
5. **Extended Trip Reductions:**

#### Option 1

- 1) If extended trip reductions are enabled with one boundary [extended\_trip\_days > 0], then the calculated meals allowance amount for

each day of the trip that exceeds that number will be multiplied by 75% [extended\_trip\_company\_factor and extended\_trip\_government\_factor]

- 2) If extended trip reductions are enabled with two boundaries [extended\_trip\_days > 0 AND extended\_trip\_days\_2 > 0], then
  - The calculated meals allowance amount for each day of the trip that is within the first boundary [extended\_trip\_days < day <= extended\_trip\_days\_2] will be multiplied by 75% [extended\_trip\_company\_factor and extended\_trip\_government\_factor]
  - The calculated meals allowance amount for each day of the trip that exceeds the second boundary [day >= extended\_trip\_days\_2] will be multiplied by 55% [extended\_trip\_company\_factor\_2 and extended\_trip\_government\_factor\_2]

### Option 2

If the user has marked a day as extended trip, then the calculated meals amount is multiplied by the defined percentage factor [extended\_trip\_company\_factor and extended\_trip\_government\_factor]

6. **Provided meals:** The system subtracts the amount of each provided meal from the calculated amount. The amount for each meal deduction is a predefined amount of the 24-hour allowance, as defined in the 300 rate record in the import file.

## 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. **Percentage Rules:** If the user selects the check box in the **Use Percent Rule** column, the lodging allowance amount is multiplied by the defined percentage [lodging\_govt\_percent\_rule\_multiplier or lodging\_comp\_percent\_rule\_multiplier].
2. If the user selects the check box in the **Overnight** column and:
  - ◆ If lodging is a *fixed* allowance or *reimbursable* allowance, the system sets the lodging amount 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.** These properties are used for all US/GSA travel allowance calculations. They cannot be set differently for different travel allowance configurations sharing the US/GSA calculation method.

The following properties are used for US/GSA rules:

Name	Value	Description
first_day_percent	75	Percentage factor applied to meals allowance for the first day of travel (percent)
last_day_percent	75	Percentage factor applied to meals allowance for the last day of travel (percent)
trip_duration_min_hours	12	Only trips greater than 12 hours qualify for travel allowance (integer between 0 and 23)
meals_govt_percent_rule_multiplier	1.00	Percentage factor applied to the government meals allowance for a date marked as using percentage rules Note that the default value will make no change to the amount.
meals_comp_percent_rule_multiplier	1.00	Percentage factor applied to the company meals allowance for a date marked as using percentage rules Note that the default value will make no change to the amount.
lodging_govt_percent_rule_multiplier	1.00	Percentage factor applied to the government lodging allowance for a date marked as using percentage rules Note that the default value will make no change to the amount.
lodging_comp_percent_rule_multiplier	1.00	Percentage factor applied to the company lodging allowance for a date marked as using percentage rules Note that the default value will make no change to the amount.
use_arrival_loc_for_transit_days	N	Setting to use the arrival location for in-transit days rather than the departure location. This applies to the allowance location for a day where the user is in-transit across the midnight boundary.
extended_trip_days	0	<u>Extended trip option 1</u> Sets the number of days beyond which a trip is considered extended (boundary 1) and reduced by the first extended trip factor. Set to 0 to disable the extended trip calculation reduction for boundary 1 feature.

Name	Value	Description
extended_trip_govt_factor	75	<u>Extended trip option 1</u> Percentage factor applied to the government meals allowance for a date that exceeds the first extended trip boundary (extended_trip_days) <u>Extended trip option 2</u> Percentage factor applied to the government meals allowance for a date that the user has marked as extended
extended_trip_company_factor	75	<u>Extended trip option 1</u> Percentage factor applied to the company meals allowance for a date that exceeds the first extended trip boundary (extended_trip_days) <u>Extended trip option 2</u> Percentage factor applied to the company meals allowance for a date that the user has marked as extended
extended_trip_count_reset_on_loc_change	N	<u>Extended trip option 1</u> Determines whether or not the extended trip day counter resets when the user moves to a new location.
extended_trip_days_2	0	<u>Extended trip option 1</u> Sets the second boundary for number of days beyond which a trip is considered extended and reduced by the second factor. Set to 0 to disable the second boundary extended trip calculations, in which case the first boundary will apply
extended_trip_govt_factor_2	55	<u>Extended trip option 1</u> Percentage factor applied to the government meals allowance for a date that exceeds the second extended trip boundary (extended_trip_days_2)
extended_trip_company_factor_2	55	<u>Extended trip option 1</u> Percentage factor applied to the company meals allowance for a date that exceeds the second extended trip boundary (extended_trip_days_2)

## 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* = USGSA.

The *rate\_feed\_time\_bands* field must be left blank for US/GSA rules.

<b>Travel Allowance <i>REQUIRED</i> Rates</b>	
The settings below for the 100 record represent the <i>typical</i> settings for the U.S. 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>	Y
<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

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

Not used for US/GSA rules

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

US/GSA uses seasonal rates for selected locations. The rate import file must include records for each required season within the same effective date for the location. The effective date represents the published effective date for the rate set, and the season represents the period during the calendar year for that rate within the period defined by the effective date for the rate set.

Example for Miami, Florida, which typically has 4 seasons:

```
300,US,US-FL,"MIAMI-DADE COUNTY",,USD,G,20131001,0101,187,,66,5,11,16,34,,,,,,,,,
  (1/1 - 3/31)
300,US,US-FL,"MIAMI-DADE COUNTY",,USD,G,20131001,0401,138,,66,5,11,16,34,,,,,,,,,
  (4/1 - 5/31)
```

300,US,US-FL,"MIAMI-DADE COUNTY",,USD,G,20131001,0601,109,,66,5,11,16,34,,,,,,,,,  
(6/1-9/30)

300,US,US-FL,"MIAMI-DADE COUNTY",,USD,G,20131001,1001,140,,66,5,11,16,34,,,,,,,,,  
(10/1-12/31)

There are no additional special requirements for this country.

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**NOTE:** For US/GSA only, a validation is performed to ensure that the sum of the incidentals, breakfast deduction, lunch deduction, and the dinner deduction equals the provided meals rate.

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

There are no special requirements for this country.

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

The 400 records are typically used for foreign (OCONUS) locations to bridge the difference between the rate location names as published by the GSA and actual city names. Since the GSA uses a variety of forms for the name of the rate location for foreign rates, this area is challenging to standardize.

Some standard data is typically loaded during the implementation process, but action may be required by your company to maintain these mapping records to suit your company's interpretation of the applicable rates as new rate locations are added or removed by the US government.

- **Cities in Concur Location list that are *not* in the GSA rates list**

Example: Liverpool, UK

With no action, the location will roll up to the next level default rate for the state or the country. Most clients would regard the correct rate for this location to be the London rate.

Options:

- ◆ (Recommended) Use the 400 record to map this city to a specific rate location. This relationship to the 300 record rate location is retained until modified or deleted so is not impacted by subsequent loads that update the rate (300 record) for that rate location.
- ◆ Enable the rate location override option that allows the user to select from the list of available rate locations for the country to override the system-selected rate location. This requires proactive change by the end user.

- **Locations in the GSA rates list that are not cities in the Concur Location list**

Example: Yorktown Naval Weapons Station

With no action, the user finds no matching location when creating the itinerary and must select a best-guess for a nearby city.

Option: Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function. Rate can then be loaded per normal process as a 300 record.

- **Locations that are familiar to users that is not in either the GSA Rates Table or the Concur Locations list**

Example: Leesburg, VA

With no action, the user finds no location match when creating their itinerary and must select their best-guess for the city.

Option:

Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function. Assign the correct county and state to any added US locations and they will automatically match to the county provided in the Concur rate service.

If your company does not use this rate service, then use the 400 record to map newly added cities to the applicable rate location. This relationship to the 300 record rate location is retained until modified or deleted so is not impacted by subsequent loads that update the rate (300 record) for that rate location.

### **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	Name of the USGSA rate service
Government and Company Rates Types	Typical setting is <i>Government</i>

Field	Country Specific Notes
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
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 US government does not specify this requirement; typical US setting is <i>Cumulative</i>
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 No (check box cleared)  This option is not used by the US government rules.
Use System Exception	Set based on client preferences
User Entry of Extended Trip	Typical setting is No (check box cleared)  This option is not defined by the US government rules, but may be used to support company needs.
Display Quick Itinerary Wizard	Set based on client preferences
<b>Rate Options</b>	
Combine Meals and Lodging Rates	Typical US government contractor setting is Yes (check box selected)
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 This option is not used by the US government rules.

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 No (check box cleared)
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 US rules
Use Lodging Type	<b>Must</b> be set to No (check box cleared); not supported for US rules
Use Percent Rule	Typical setting is No (check box cleared)
Use Short Distance	<b>Must</b> be set to No (check box cleared); not supported for US rules
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 US rules
User Entry of Breakfast Amount	<b>Must</b> be set to No (check box cleared); not supported for US rules
User Entry of Meals Amount	<b>Must</b> be set to No (check box cleared); not supported for US rules
User Entry of Within Municipality	<b>Must</b> be set to No (check box cleared); not supported for US rules
Create itinerary rows based on air	Set based on client preferences Typical setting for US government contractor is N, providing a preference for hotel locations over air travel for defining the location used when importing travel booking data to create travel allowance itineraries

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

There are no special requirements for this country.

**DeductPercentImporter (trx\_type 700)**

For US/GSA rules, typically used only for OCONUS deductions **above 265 USD**. The government publishes percentages for meals deductions for rates above 265 USD.

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**NOTE:** For US/GSA only, a validation is performed to ensure that the sum of the incidentals, breakfast deduction, lunch deduction, and the dinner deduction percentages equals 100 percent.

**NOTE:** The Concur rate service provides the actual amount breakdowns and does not rely on 700 or 800 records.

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**DeductAmountImporter (trx\_type 800)**

For US/GSA rules, typically used for all CONUS deductions and for OCONUS deductions **under 266 USD**. The government publishes the specific meals deduction amounts for rates between 1 and 265 USD, and these amounts should be loaded as 800 records.

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**NOTE:** For US/GSA only, a validation is performed to ensure that the sum of the incidentals, breakfast deduction, lunch deduction, and the dinner deduction amounts equals the meals lookup rate.

**NOTE:** The Concur rate service provides the actual amount breakdowns and does not rely on 700 or 800 records.

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**Expense Types for Actual Expenses Compared to Limits (reimbursable allowances)**

The expense types included in travel allowance totals are defined by the spend category assigned to the expense type.

Typical settings:

Allowance	Spend Category	Expense Type
Lodging	Lodging - Track Room Rate Spending	Room rate Room Tax
Meals	Meal - Count in Daily Meal Allowance	Breakfast Lunch Dinner Individual Meals Incidentals Laundry Baggage tips ATM fees

