

Concur Expense: Travel Allowance Service

Setup Guide

Last Revised: April 22, 2022

Applies to these SAP Concur solutions:

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

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Revision History

Date	Notes / Comments / Changes
September 17, 2022	Minor edits
April 23, 2022	<p>Added new rule and its options:</p> <ul style="list-style-type: none"> • (rule) Border Crossing Control • (option) Default based on selected calculation rule • (option) Based on arrival location for outbound and inbound • (option) Based on departure location for outbound and inbound • (option) Based on departure location for outbound and based on arrival location for last inbound
March 23, 2022	Added more information about actuals versus limits (to <i>Daily Allowance</i> in Section 3)
March 19, 2022	Added information about the new functionality for actuals versus limits available in Configuration Codes
February 18, 2022	Added new rule option for the rule Location for rate determination, foreign: Based On Border Crossing Or Arrival Time Modifying Time Zones First Stop At Departure Location Last Stop At Arrival Location
January 24, 2022	<p>Added the following Note to the procedure for adding field controls:</p> <p>NOTE: If you are now choosing to ignore functionality that has already been used for expense reports, to preserve the historic record, instead of editing the existing Configuration Code, create a new Configuration Code.</p>
January 22, 2022	<p>Added new Field Control enhancement</p> <p>Added two new rules and their options:</p> <ul style="list-style-type: none"> • (1st new rule) Alternative calculation: Reimbursement interval, domestic • (option for 1st new rule) Calendar day, but 24-hour interval for 2-day domestic trips • (option for 1st new rule) No alternative calculation • (2nd new rule) Alternative calculation result • (option for 2nd new rule) Highest total rate amount • (option for 2nd new rule) No alternative calculation
July 19, 2021	<p>Added new rule option:</p> <ul style="list-style-type: none"> • 24-hour interval, restarting at each border crossing and restarting the day count <p>Added new rule and its options:</p> <ul style="list-style-type: none"> • (rule) Day for exchange rate • (option) Current daily exchange rate • (option) Exchange rate on the first day of the itinerary <p>Minor style edits.</p>
January 22, 2021	Added new setting: Rounding to Full Amount

Date	Notes / Comments / Changes
December 5, 2020	<p>Updated the <i>Terminology</i> section to include mixed trips</p> <p>Added new rule options:</p> <ul style="list-style-type: none"> • Rate of the first foreign location, including all time spent in foreign locations • Calendar day, two days will be handled as one day when returning on second day before 6am • First leg based on time of departure, then all based on time of border crossing or time of arrival, but last leg based on time of arrival
October 17, 2020	<p>Added new rule options:</p> <ul style="list-style-type: none"> • Several itineraries on one date, durations • Several itineraries on one date, reimbursement rates
August 15, 2020	Updated information on accessing the Travel Allowance Configuration page
July 1, 2020	Created new guide for the travel allowance solution available with the NextGen UI for Concur Expense

Travel Allowance

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.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur Expense administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. For tasks not completed during implementation, the client must initiate a service request with SAP Concur support.

Section 2: Overview

A company may reimburse its user's travel expenses according to a schedule of set reimbursement rates, commonly known as "per diem" or "travel allowance" rates. Government and company policies determine rates. Rates 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.

Travel Allowance Documentation

This travel allowance solution uses **configurable** and/or **statutory** rate bundles to create **configuration codes** which are mapped to users.

At least three of the following documents will be needed:

- *Concur Expense: Travel Allowance Service Setup Guide* (this guide) – This document provides basic information about configuring travel allowance functionality and is needed by all clients.
- *Concur Expense: Travel Allowance {Country} Statutory Bundle Guide* – This document provides country-specific template information about SAP Concur-managed bundles.
- *Concur Expense: Travel Allowance Generic Configurable Bundle Setup Guide* – Where a country-specific guide is not available, or superseding rates are

desired, this document provides information about creating client-managed bundles.

- *Concur Expense: Travel Allowance Import (XML v 3) Specification* – This document is used to efficiently populate user **User Administration** accounts with a **Country of Residence** value (and any other client fields used in the travel allowance hierarchy) to provide the necessary mapping for travel allowance functionality.

Concur Request and Financial Integration

Additional travel allowance features are available to customers who also have Concur Request.



For more information, refer to the *Concur Request: Overview of Request with Travel Allowance Setup Guide*.

Section 3: General Information

This section provides requirements and general information about the travel allowance solution.

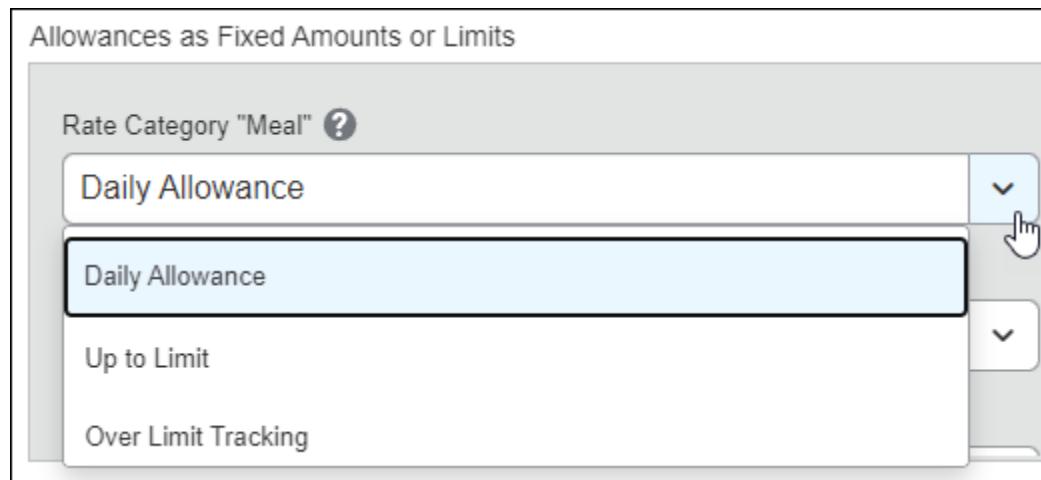
NextGen Expense UI Requirement

This guide documents the travel allowance feature available to clients who use the NextGen Expense User Interface (UI). This feature, unlike its predecessor, offers an SAP Concur managed rate service, where available, whereby statutory rate updates are maintained by SAP Concur.

Daily Allowances

When configuring Configuration Codes, there are three list choices for each Rate Category:

- *Daily Allowance* – This is the default and is for fixed amounts.
- *Up to Limit* – This setting pays the user only up to the limit.
- *Over Limit Tracking* – This setting pays the actual expense and tracks the amount that exceeds the limit.



Fixed (Default)

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

- If the user spends less than 55.00 EUR per day, the user keeps the difference.
- If the user spends more than 55.00 EUR per day, the user is responsible for paying the difference.

Since the system pays the user the amount regardless of the actual expense, the user does not enter actual expenses into Concur Expense or collect receipts. The system creates the daily-amount expenses based on the location and duration information that the user provides in their trip itinerary.

Reimbursable (Up to Limit or Over Limit Tracking)

With actuals versus limits, 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). 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 only up to the limit amount.



For more information, refer to the *Optional Configuration* section of this guide.

Terminology

In the guides for this feature and in some of the configuration settings, you may see these travel allowance terms.

Term	Definition
Benefit-in-Kind (BIK)	<p>A meal supplied by the company to users that may create a tax obligation for the user. For example:</p> <ul style="list-style-type: none"> • 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 <p>The amount paid to the user is not reduced by the value of benefit-in-kind meals. The BIK amount is typically treated as a taxable benefit.</p> <p>BIK may be configured in anticipation of further processing by a payroll system.</p>
business trip	Work-related travel that may be eligible for travel allowance reimbursement.
configuration code	A collection of one or more rate bundles.
lodging	Where the user sleeps the night such as a hotel, motel, or other traditional (likely commercial) accommodations.
managed rate service	A feature, such as travel allowance, whose statutory rate updates are maintained by SAP Concur.
mixed trips	A trip that has at least one domestic leg and one foreign leg.
overnight	<p>A system alternative to the lodging allowance and a supplement to the meals allowance. Selecting a Lodging Type of <i>Overnight</i> increases the allowed amount.</p> <p>While this may vary by country, this is typically used when the user stays with friends, in a caravan, or any other lodging arrangement other than traditional hotel accommodations.</p> <p>The overnight allowance, which is intended to be used by the user to purchase a gift for the host, is a much lower amount than the lodging allowance.</p>
rate	A unit of measure such as a currency amount (such as € 10,00) or period of time (such as daily).
rate type	A data set comprised of a code, description, and rate category.
rate bundle	A set of rates, deductions, and adjustments, either a statutory (SAP Concur-managed) set or a custom (company-created and managed) set.

Term	Definition
rate category	<p>A required element of each rate type.</p> <p>Each rate type must have a rate category. The rate category maps the travel allowance rate type to the fixed travel allowance expense type category.</p> <p>The system-provided choices are: <i>Incidental, Lodging, and Meal</i>.</p>
statutory rates	<p>The government defined amounts for reimbursable and tax-free travel allowance expenses. Statutory rates are also known as government rates or government allowances and are managed by SAP Concur.</p> <p>NOTE: All rates are either statutory (SAP Concur-managed) or custom (company-created and managed).</p>
template	<p>A description of the expected or common usage of the travel allowance feature based on country, such as Germany or Spain. Each template has its own travel allowance setup guide.</p> <p>NOTE: For countries without a country-specific travel allowance setup guide, the <i>Expense: Travel Allowance Generic Configurable Bundle Setup Guide</i> is needed in lieu of a country-specific guide.</p>

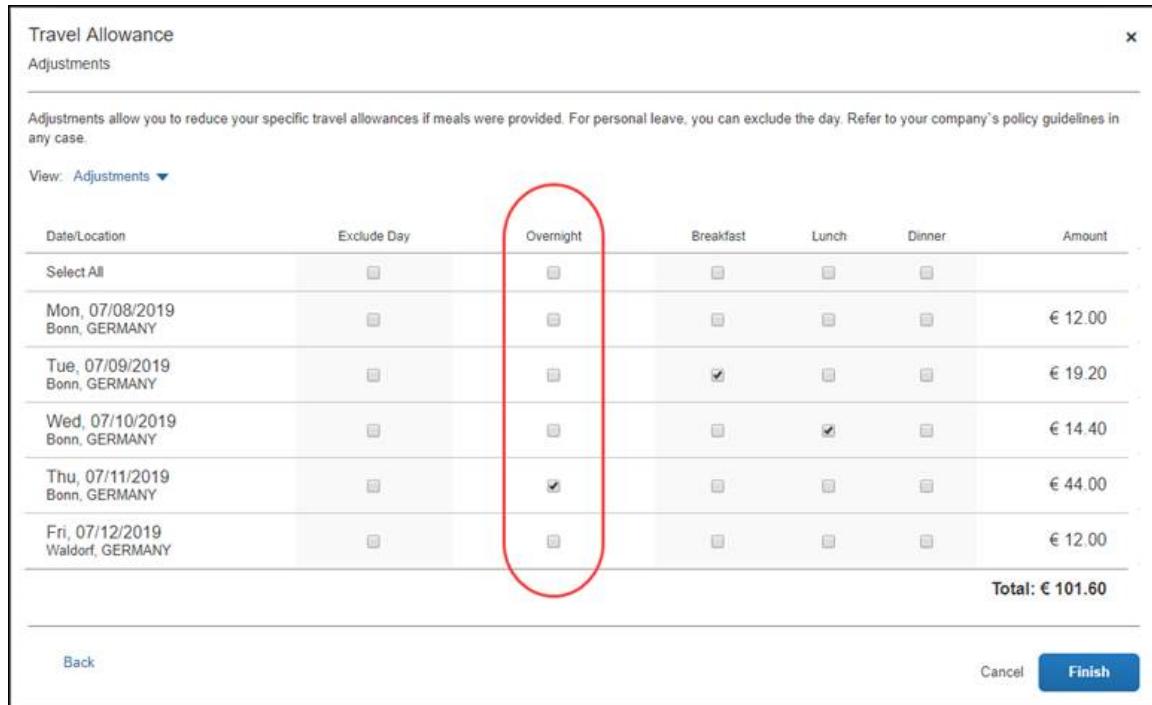
Intuitive User Interface (UI) Elements

There are elements of the UI that display a simple form or not at all.

Section 3: General Information

Example

On the **Adjustments** page of a user's expense report, when a single lodging type is configured, such as "Overnight", then the name of the type displays as the name of the column with a checkbox for each row:



The screenshot shows a table titled "Travel Allowance" under the "Adjustments" section. The table lists travel days from July 8 to July 12, 2019, in Bonn and Waldorf, Germany. The columns include Date/Location, Exclude Day, Overnight, Breakfast, Lunch, Dinner, and Amount. A red circle highlights the "Overnight" column header. The total amount at the bottom is € 101.60.

Date/Location	Exclude Day	Overnight	Breakfast	Lunch	Dinner	Amount
Select All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 07/08/2019 Bonn, GERMANY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 12.00
Tue, 07/09/2019 Bonn, GERMANY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 19.20
Wed, 07/10/2019 Bonn, GERMANY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 14.40
Thu, 07/11/2019 Bonn, GERMANY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 44.00
Fri, 07/12/2019 Waldorf, GERMANY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 12.00
						Total: € 101.60
Back						<input type="button" value="Cancel"/> <input type="button" value="Finish"/>

However, if more than one lodging type has been configured, then the name of the column is "Lodging Type" with a list for each row:

Travel Allowance

Adjustments

Adjustments allow you to reduce your specific travel allowances if meals were provided. For personal leave, you can exclude the day. Refer to your company's policy guidelines in any case.

View: [Adjustments ▾](#)

Date/Location	Exclude Day	Lodging Type	Breakfast	Lunch	Dinner	Amount
Select All	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 07/08/2019 Bonn, GERMANY	<input type="checkbox"/>	Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 32.00
Tue, 07/09/2019 Bonn, GERMANY	<input type="checkbox"/>	Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 39.20
Wed, 07/10/2019 Bonn, GERMANY	<input type="checkbox"/>	Overnight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 34.40
Thu, 07/11/2019 Bonn, GERMANY	<input type="checkbox"/>	Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	€ 34.40
Fri, 07/12/2019 Bonn, GERMANY	<input type="checkbox"/>	Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 44.00
Sat, 07/13/2019 Bonn, GERMANY	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 0.00
Sun, 07/14/2019 Waldorf, GERMANY	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 0.00
Total: € 184.00						
				Back	Cancel	Finish

Section 4: User Experience

This section of this guide describes the various features and options.

Basic Process

The travel allowance feature is highly configurable.

Step 1: Create the expense report

The user starts an expense report. The initial page displayed is commonly referred to as the report header. After completing the report header by entering a report name along with any other required information and selecting **Yes, I want to claim Travel Allowance**, clicking **Next** creates the report and prompts the user for itinerary details.

Step 2: Add an itinerary

The **Itinerary** page allows the user to create the itinerary, which provides the trip details (departure and destination information). Concur Expense uses this information (location, amount of time, etc.) to determine the allowance rates. Clicking **Next** prompts the user to indicate any adjustments.

NOTE: Deleting a report also deletes the itinerary. There is no pool or library of itineraries which are kept while unassociated with an expense report.

Step 3: Make adjustments if needed

The **Adjustments** page allows the user to review the allowance information and make any required adjustments that will reduce the company cost of the trip such as provided meals, staying with friends, or including personal days in the trip. Clicking **Finish** adds the meals and/or lodging amounts to the expense report.



For more information, and to see an example of the entire process in detail, refer to either the *Expense: Travel Allowance {Country} Statutory Bundle Setup Guide* or the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

NOTE: Proxies and delegates with *Prepare* rights have the same access and abilities as the users they represent provided both users are using the Next Gen Expense User Interface.

Approvals

Daily allowances

The approver cannot adjust the amount of a daily allowance expense, so the **Approved Amount** field is read-only.

Travel Allowance Configuration per Employee

When a user creates an expense report, the system compares the user's user (header) information to the travel allowance hierarchy information defined in the travel allowance configurations. If they match, then the user is eligible to be reimbursed through travel allowance and the appropriate links and travel allowance pages become available.

When comparing, the system starts with the **Country** field:

- If there is no match on the **Country** field, the user cannot use travel allowances.
- If there is a match on the **Country** field, the system continues to compare the fields that define the hierarchy. The hierarchy fields are used in order, **without gaps**.

Assume that a company defined its hierarchy using the organizational units 1 through 6. The tables below show how the system compares two users to the company's three travel allowance configurations (TA1, TA2, and TA3).

User	Country	Org Unit 1	Org Unit 2	Org Unit 3	Org Unit 4	Org Unit 5	Org Unit 6
Employee 1	Germany	ABC	1234	Sales	1X123	B	
Employee 2	Germany	ABC	1234	R&D	20293	A	

Config	Country	Org Unit 1	Org Unit 2	Org Unit 3	Org Unit 4	Org Unit 5	Org Unit 6
TA Config 1	Germany	ABC					
TA Config 2	Germany	ABC	1234	Sales			
TA Config 3	Germany	ABC	1234	Sales	1X123		

- ◆ The most precise match for Employee 1 is TA Config 3, since more fields match to the user record than for TA Config 1 or 2.
- ◆ The most precise match for Employee 2 is TA Config 1, since fields either match or are blank for the user record.

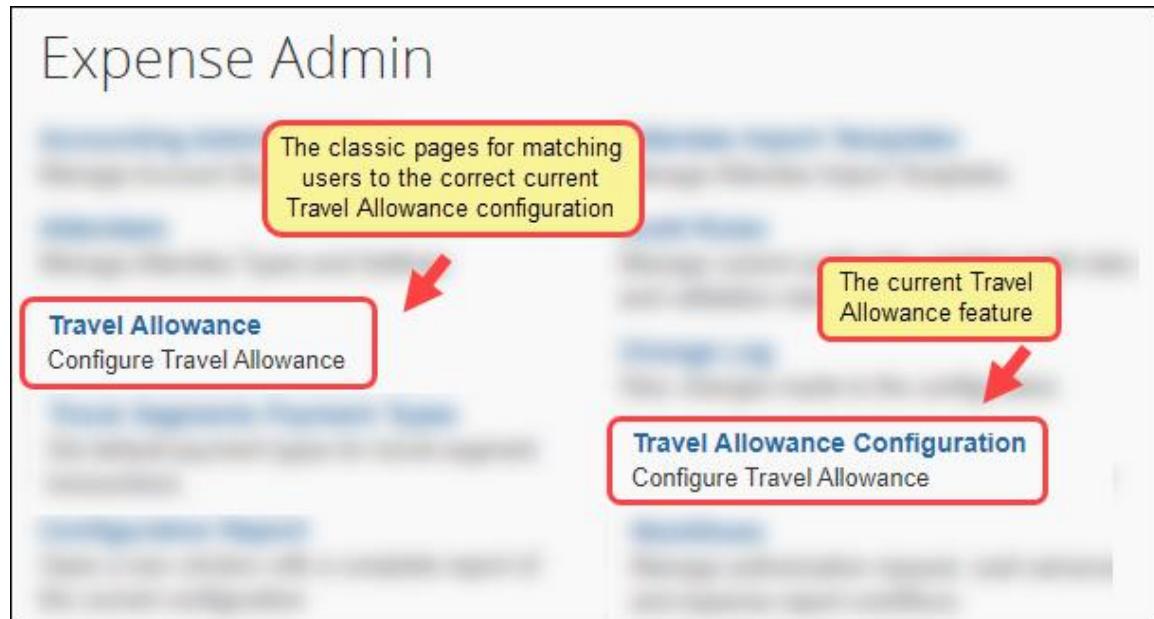
When the user creates a report, Concur Expense automatically assigns the **most appropriate** travel allowance configuration – with all of its options and restrictions – to that report.

- If the configuration is later edited, the changes are immediate. If the user opens the itinerary or expense report after the configuration is edited, those edits will apply.
- If the user's data changes so that the user is now using a different travel allowance configuration, the **original** configuration applies to the itinerary and expense report. Even if the user opens the itinerary or expense report, the original configuration is still used.

Depending on the company's configuration, the user may be able to select a different configuration, as described later.

Travel Allowance versus Travel Allowance Configuration Links

The current travel allowance feature uses the legacy pages for the configuration of user matching functionality.



TRAVEL ALLOWANCE CONFIGURATION

The **Travel Allowance Configuration (Administration > Expense)** link is used for configuring the travel allowance managed rates service.

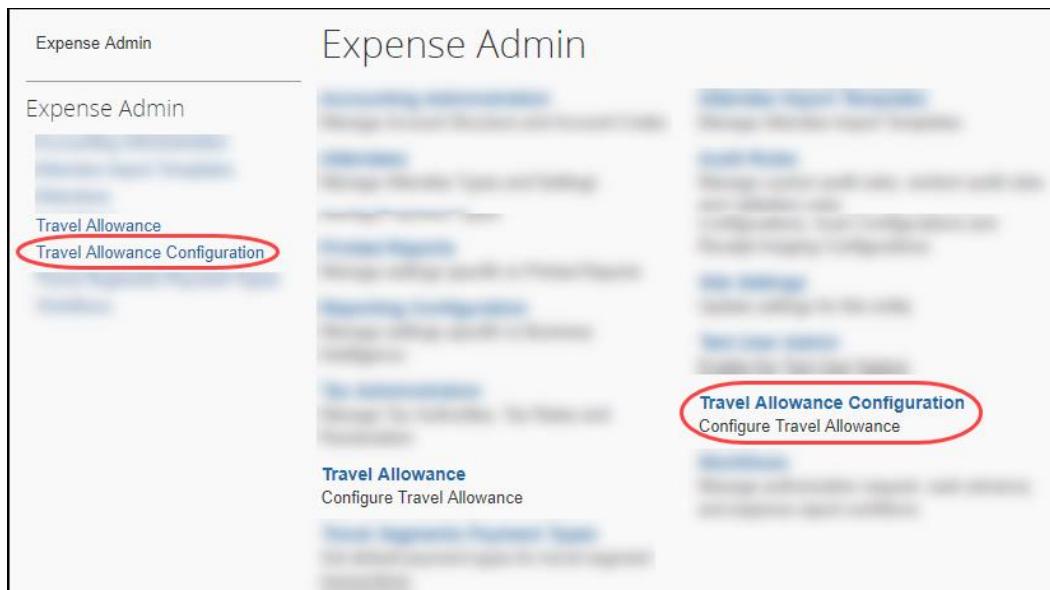
TRAVEL ALLOWANCE

The **Travel Allowance (Administration > Expense)** link is only for matching users to travel allowance configurations.

Section 5: Required Configuration

Accessing the Travel Allowance Configuration Page

- ▶ **To access the Travel Allowance Configuration page:**
 - Click **Administration > Expense > Travel Allowance Configuration**.



NOTE: The **Travel Allowance** (without Configuration) link will be used only for user mapping.

Step 1: Hierarchy

The administrator uses the feature hierarchies tool to define the travel allowance hierarchy.

The travel allowance hierarchy determines the travel allowance configuration that is used for a user based on a combination of the user's country and the user's position in the hierarchy. For example, if a user has a country as *Germany* and is a member of the *R&D Division>Development department*, then the travel allowance configuration corresponding to that combination is selected by the system.

NOTE: The **Country** field is not an option when defining the travel allowance hierarchy. When the system matches the user to a configuration, the system looks at the **Country** field and **then** the hierarchy. Therefore, the administrator must define the hierarchy knowing that Country is always **above** the first level of the hierarchy.



For more information about setting up the hierarchy, refer to the *Shared: Feature Hierarchies Setup Guide*.

Step 2: Mappings

NOTE: This step, *Mappings*, may be done at the same time as the next step, *Rate Bundles*.

In order for a user to be able to claim travel allowances, their **User Administration** account must have a country of residence.

The screenshot shows the SAP Concur Company Admin Home interface. On the left sidebar, under 'User Administration', 'User Administration' is circled in red. A large red arrow points from this circled area down to the 'Expense and Invoice Settings' section. In this section, the 'Country of Residence' dropdown is also circled in red. The 'Expense and Invoice Settings' section includes fields for Employee Group, Office Location/Municipality, Vendor ID, Payroll ID, Cash Advance Balance, BI Manager, Company Code, Default Language, Ledger, Audit Group, Payroll Company Code, Is a Test User?, Per Diem Group, Cost Object Type, System, Reimbursement Currency, Payroll Deduction/Earnings Code, Cash Advance Account Code, Exempt From Approval, and Cost Object ID.

The value in the **Country of Residence** field along with any other customer **Employee** fields used in the travel allowance hierarchy provide the necessary mapping for travel allowance functionality.

Creating an Import File

Create and import a file as described in the *Expense: Travel Allowance Import XML V3 Specification*. The SAP Concur implementation team will work closely with clients to complete this task.

The following record sets are applicable to the import file for the managed rate service:

- The 100 record set: Import Settings Record (required by the 500 record set)
- The 500 record set: Travel Allowance Configuration Record (required by the 600 record set)
- The 600 record set: Travel Allowance Configuration Map Record (required for this feature)

! A carefully configured import file can avoid (the need later for) manual configuration of the **Employee-Related Configuration** tab. For example, the import file can accommodate both the scenario where only a select group of users will use the travel allowance feature and so only a single configuration assignment is needed with a hierarchy and also the scenario where multiple 500/600 records are needed because different configurations are required to support different sets of users who require different rates (such as Group A in Germany use Rate Set 1, Group B use Rate Set 2 and Group C use Rate Set 3).

IMPORTANT: Later in this guide, the **Configuration Code** value in the UI must match the import file's **TA Config Code** value and be in all capital letters to be used by the managed rate service.

For example, "GERMANY" as in this sample file:

```
100,100,en,GERMAN,GERMANY,GERMANY,0-481,REPLACE,REPLACE,N,N,Y,N,Y,Y,Y,Y,Y,N,N,N,REPLACE,,,,
500,GERMANY,GERMANY,,,FIXED,NOT_USED,N,GOVT,Y,Y,N,N,N,N,Y,CUMU,N,N,N,N,,,,N
600,GERMANY,DE,,,,,,,,,N,,,,,N
```



For more information, refer to the *Expense: Travel Allowance Import XML V3 Specification*.

Verifying the Configurations Assigned to Employees

► ***To verify the configuration to the organization:***

1. Click **Administration > Expense** (on the sub-menu).

NOTE: Depending on your permissions, the page may appear immediately after you click **Administration**.

Section 5: Required Configuration

2. Click **Travel Allowance** (left menu). The **Configurations** tab of the **Travel Allowance** page appears.

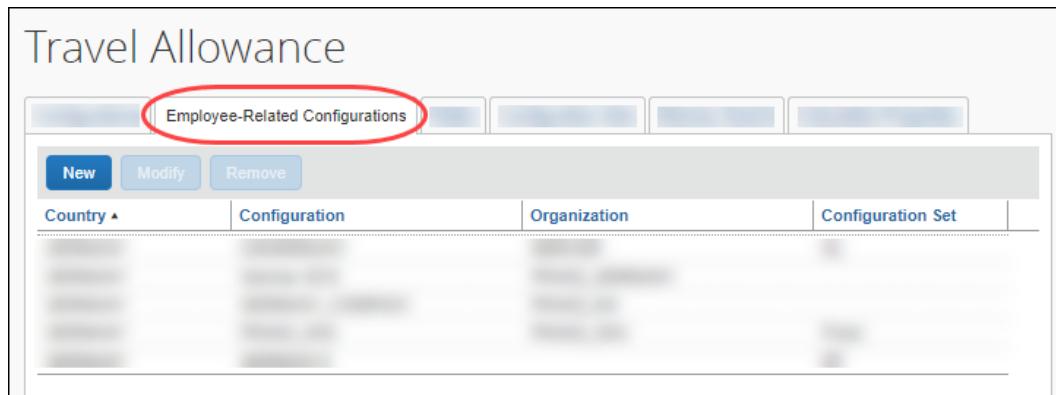
Name	Code	Calculation Method Code	Rates Type	Meals Type	Lodging Type
US Fixed/Fixed	US_FIXED_FIXED	USGSA	Government	Daily Allowance	Daily Allowance
US Fixed/Limit	US_FIXED_LIMIT	USGSA	Government	Daily Allowance	Actual expens...
US Fixed/No Limit	US_FIXED_NOLIMIT	USGSA	Government	Daily Allowance	Actual expens...
US Limit/Limit	US_LIMIT_LIMIT	USGSA	Government	Actual expens...	Actual expens...
US Limit/Limit2	US_LIMIT_LIMIT2	USGSA	Government	Actual expens...	Actual expens...
US No Limit/Fixed	US_NOLIMIT_FIXED	USGSA	Government	Actual expens...	Daily Allowance
US No Limit/No Limit	US_NOLIMIT_NOLIMIT	USGSA	Government	Actual expens...	Actual expens...

3. Click the **Employee-Related Configuration** tab.

! **IMPORTANT:** Only the **Employee-Related Configurations** and **Configuration Sets** tabs of this legacy configuration page are applicable to the managed rate service for travel allowance.

NOTE: A pre-requisite for using the **Employee-Related Configurations** tab is uploading an import file.

4. Verify the existing configurations.



Provided the 600 mapping record exists in the import file already uploaded, the information shown on this tab should be correct. However, if edits are needed, the remaining steps in this procedure can be used to manually configure the required mapping.

Mapping Configuration to Employees

► **To edit a mapping:**

1. Click **Administration > Expense > Travel Allowance**.

NOTE: There is also a **Travel Allowance Configuration** page that was accessed earlier in this guide.

2. Click the **Employee-Related Configurations** tab, and either:
 - ◆ Select the desired assignment and click **Modify**.
– or –
 - ◆ Double-click the desired **Configuration** row.

NOTE: The **Employee-Related Configurations** tab is only available on the **Travel Allowance** page, not on the **Travel Allowance Configuration** page.

Country	Configuration	Organization	Configuration Set
AUSTRIA	Austria TA		
BULGARIA	Generic TA Bulgaria		
CZECH REPUBLIC	Czech TA		
DENMARK	DENMARKGENERIC	Y	
DENMARK	Danish TA	N	
FINLAND	Finnish TA		
GERMANY	GERMANY		
ITALY	Italian TA Reimbursable No Limit		
NORWAY	Norway TA BOTH		
POLAND	Polish TA		
PORTUGAL	PORTUGAL		
ROMANIA	Generic TB Romania		
RUSSIAN FEDERATION	GSK RU TA1		
SLOVENIA	SLOVENIA		
SPAIN	SPAIN		
SWEDEN	Swedish TA		
SWITZERLAND	SWITZERLAND		
UNITED STATES	INT_RATES2NO	No	
UNITED STATES	INT_RATES2	Yes	

3. Make the desired changes.

The following table shows the fields and their descriptions.

Field	Description
Configuration	Select the name of the configuration.
Country	Select the associated country.
User selects from this set	Select <i>None</i> . This field displays a selection of configuration sets, as described in the next section.
(hierarchy fields)	<p>These fields are named the same as those listed on your company's travel allowance hierarchy, such as user Group, Region, Division, and so on.</p> <p>Type the desired data, as appropriate.</p> <ul style="list-style-type: none"> The values should be the short codes used for these fields. There is no validation for these fields, so if you mistype the value, the hierarchy will not be altered. The field is case sensitive.

4. Click **Save**.

CONFIGURATION SETS

A configuration set is a named group of configuration sets from which a user can choose. When using multiple trip types becomes complex, it may be useful to use configuration sets.

! IMPORTANT: Be aware that Configuration Sets are different from Configuration Codes.

NOTE: Be aware that these selections apply at the **country level**; they cannot be defined to be dependent on any other criteria or fields, such as Org Unit.

Configuration sets may be used to support different travel allowances based on trip type.

Configuration Sets versus Trip Types

A list of choices can be configured to display to the user using configuration sets *and* trip types. Configuration sets apply at the country level, while trip types apply to bundles.

NOTE: Unlike Configuration sets, configuration codes have no country-level limitation.

Section 5: Required Configuration

To the user, a choice of configuration sets, provided more than one is configured for the user's country, displays in the **Allowance Category** list on the **Add Itinerary** and **Edit Itinerary** pages:

The screenshot shows the 'Travel Allowance' interface for adding an itinerary. At the top, it says 'Travel Allowance' and 'Add Itinerary'. On the right, there is a note 'Required' with a red asterisk. Below that, the 'Itinerary Name' field contains 'Conference'. To the right of the name are two options: 'Detailed Itinerary' and 'Without overnight'. The 'Allowance Category' dropdown is open, showing a list of categories. The category 'Germany SAP Concur managed' is selected and highlighted with a blue background. Other visible categories include 'BMTV Fernmontage gross', 'BMTV Fernmontage klein', 'BMTV Nahmontage', 'Company rates', 'Germany and company rates', 'LRKG BaWü', and 'Mercer Trip'. Below the dropdown, there are fields for 'Start Date' (with a calendar icon) and 'Start Time' (with a time input). Further down are fields for 'Street and House No.', 'Postal Code', and 'City'. A section for 'Add Destination' includes fields for 'End Location', 'End Date', and 'End Time'. At the bottom right, there are 'Cancel' and 'Next' buttons, with a note 'Next: Adjust your travel allowance' above the 'Next' button.

Travel Allowance
Add Itinerary

Itinerary Name *

Conference

Allowance Category *

Germany SAP Concur managed

BMTV Fernmontage gross

BMTV Fernmontage klein

BMTV Nahmontage

Company rates

Germany SAP Concur managed

Germany and company rates

LRKG BaWü

Mercer Trip

Street and House No. *

Enter Street and House No.

Postal Code *

Postal Code

City *

City

+ Add Destination

End Location *

Enter City

End Date *

DD.MM.YYYY

End Time *

H:mm

Next: Adjust your travel allowance

Cancel

Next

To the user, a trip types choice displays on in the **Trip Type** list on the **Add Itinerary** and **Edit Itinerary** pages.

The screenshot shows the 'Travel Allowance' interface for 'Add Itinerary'. The 'Itinerary Name' field contains 'Conference'. The 'Allowance Category' dropdown is set to 'Germany SAP Concur managed'. Under 'Start Location', there is a placeholder 'Enter City'. Below it, a 'Customer Meeting' button is shown. A 'Trip Type' dropdown menu is open, listing 'Intern' (selected), 'Customer Meeting' (disabled), 'Intern' (disabled), and 'Training'. Other fields include 'Arrival Location', 'Street and House No.', 'Postal Code', 'City', 'End Location', 'End Date' (DD.MM.YYYY), and 'End Time' (H:mm). Buttons for 'Next' and 'Cancel' are at the bottom right.

SAP Concur suggests using trip types when there are minor variations in rates and rules, and configuration sets when there are greater variations in rates and rules. Trip types might include choices such as customer meeting and training, while configuration sets might include choices such as international and domestic.

As a starting point, SAP Concur suggests always starting configuration planning using trip types since this may accommodate all the complexity required. If trip types within multiple bundles do not allow facilitate the complexity required, consider creating additional rate bundles grouped in a different configuration code.

A common example of complexity that uses configuration sets is the desire to display certain trip types to executives only.

► **To edit configuration sets:**

1. Click **Administration > Expense > Travel Allowance > Configuration Sets** (tab).

The screenshot shows a table with three columns: Configuration Set, Country, and TA configurations. There are two rows: one for DF (Country: GERMANY, TA configurations: COMPANY, D) and one for HL (Country: GERMANY, TA configurations: BMTV, B). A red circle highlights the 'Configuration Sets' tab at the top of the interface.

Configuration Set *	Country	TA configurations
DF	GERMANY	COMPANY, D
HL	GERMANY	BMTV, B

2. On the **Configuration Sets** tab, either:
 - ♦ Select the desired configuration set and click **Modify**.
 - or –
 - ♦ Double-click the desired configuration set.
3. Make the desired changes.
4. Click **Save**.



For more information on the configuration of trip types (for each bundle), refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

Step 3: Rate Bundles

A bundle is a set of rate data including rate types, calculation rules, trip types, meal types, lodging types, rates, deductions, and adjustments.

All "bundles" are rate bundles and there are two types:

- **Configurable** – A custom (or statutory) company rate bundle that must be maintained manually by the client or someone acting on behalf of the client such as an SAP Concur services representative.
- **Non-Configurable** – An SAP Concur-managed rate bundle that has statutory rates maintained by the SAP Concur managed rate service.

Statutory Rate Bundles

SAP Concur provides statutory rate bundles and maintains their governmental rates. This is accomplished using the SAP Concur managed rate service. When using a statutory rate bundle, no other rate bundle is required.

SAP CONCUR-MANAGED RATE BUNDLE

The managed rate service maintains the statutory rate bundle.

Rate Bundle ▾	Location	Managed By	Actions
GERMANY - German TA	Germany	Company	
GERMANYCOMP - Germany Company Rate Bundle	Germany	Company	
SAP_CONCUR_DE - German statutory rates	Germany	SAP Concur	

- For more information, refer to the *Expense: Travel Allowance {Country} Statutory Bundle Setup Guide*.

Configurable Rate Bundles

When a statutory bundle is not available, or if a company chooses to create rates to take precedence over, or supercede, rates in their statutory bundle, a generic configurable bundle may be created.

COMPANY-MANAGED RATE BUNDLE

The managed rate service does **not** maintain the company rate bundle(s).

Rate Bundle ▾	Location	Managed By	Actions
GERMANY - German TA	Germany	Company	
GERMANYCOMP - Germany Company Rate Bundle	Germany	Company	
SAP_CONCUR_DE - German statutory rates	Germany	SAP Concur	

- For more information, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

Step 4: Configuration Codes

This section describes adding, viewing, editing, and deleting configuration codes.



For information on field controls, refer to the *Optional Configuration* section for this guide.

Adding a Configuration Code

Unlike rate bundles, SAP Concur does not provide any configuration codes ***and at least one is required***. When the desired rate bundle(s) exist in the system, either statutory or configurable, then the client admin can create and configure **Configuration Codes**.

ADDING CONFIGURATION CODES

► ***To add a configuration code:***

1. On the **Travel Allowance Configuration** page, click **Configuration Codes**. The **Configurations** page displays.

The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with links for Requests, Expense, Approvals, Reporting, App Centre, Administration, Help, and a user profile. Below the navigation bar, there's a secondary header with Company, Request, and Expense dropdowns. The main content area is titled 'Travel Allowance Configuration'. In the sidebar on the left, there are two links: 'Rate Bundles' and 'Configuration Codes', with 'Configuration Codes' being highlighted by a red oval. At the bottom of the page, there's a footer with the SAP logo, service status information (Footer ServiceStatus US), contact support links (Menu ContactSupport), and a copyright notice (© Copyright 2019 - SAP Concur - All Rights Reserved).

NOTE: The **Travel Time Adjustments**, Rate Adjustments, and Legacy Rate File Converter links are for ***future use only***.

This screenshot shows the same 'Travel Allowance Configuration' page as the previous one, but with four additional links in the sidebar: 'Rate Bundles', 'Configuration Codes', 'Travel Time Adjustments', and 'Rate Adjustments'. Each of these four links has a small question mark icon next to it and is also highlighted with a red arrow pointing towards it from below.

2. Click **Add**.

The screenshot shows a web-based application interface titled "Configurations". At the top left is a link "← Back to Travel Allowance Configuration". Below the title, there is a blue "Add" button with a red border, which is the focal point of the instruction. To the right of the "Add" button is a search bar labeled "Search Configurations". Below the main title, there are several filter and sorting options: "Configuration" with a dropdown arrow, "Statutory Rate Bundle ↑↓", "Client Rate Bundle ↑↓", and an "Actions" button.

The **Add Configuration** page displays.

The screenshot shows the "Add Configuration" page. It includes fields for "Configuration Code *", "Description *", "Statutory Rate Bundle *", "Client Rate Bundle", "Rate Adjustment", and a checkbox for "Validate overlapping expenses on submit ?". Below these, there is a section for "Allowances as Fixed Amounts or Limits" containing fields for "Rate Category 'Meal' ?" (Daily Allowance), "Rate Category 'Lodging' ?" (Daily Allowance), "Rate Category 'Incidental' ?" (Daily Allowance), "Combine Rate Categories ?" (None), and "Over Limit Distribution Method ?" (None). At the bottom right are "Back" and "OK" buttons.

NOTE: Additional UI elements that display on this page are for future use.

NOTE: The **Add Configuration** page does not display the checkbox for the 3-month rule. To access that checkbox, refer to the *Editing Configuration Codes* section in this guide.

3. Fill in the fields. An asterisk indicates a required field.

Field	Description
Configuration Code *	Enter a name for this configuration. IMPORTANT: This Configuration Code value in the UI must be unique, and must match the import file's TA Config Code value, and must be in all capital letters to be used by the managed rate service. For example, "GERMANY".
Description *	Enter a description for this configuration.
Statutory Rate Bundle *	Select from the list of created rate bundles.  For more information, refer to the <i>Rates</i> section of this guide. NOTE: Selecting a Client Rate Bundle may have tax implications.
Client Rate Bundle	Select from the list of created rate bundles. NOTE: If there is no client rate bundle, then leave this field blank. You may not select the same rate bundle for both government and client.
Rate Adjustment	This field is for future use only.
Validate overlapping expenses on submit	As part of configuring actuals versus limits functionality, select this checkbox if you want the system to validate whether there might be both travel allowance expenses and also standard expenses for meals or lodging on the same day and provide a message to the user who can then correct any duplication (sometimes called "double dipping") of expenses.
Allowances as Fixed Amounts or Limits Rate Category "Meal"	Select from the list of allowances: <ul style="list-style-type: none"> • Daily Allowance (<i>default</i>) • Up to Limit • Over Limit Tracking • Not Used NOTE: Using the default value of <i>Daily Allowance</i> means actuals versus limits functionality is not configured for this rate category.  For more information, refer to the (optional) <i>Actuals Versus Limits</i> section of this guide.

Field	Description
Allowances as Fixed Amounts or Limits Rate Category "Incidental"	Select from the list of allowances: <ul style="list-style-type: none"> • Daily Allowance (<i>default</i>) • Up to Limit • Over Limit Tracking • Not Used <p>NOTE: Using the default value of <i>Daily Allowance</i> means actuals versus limits functionality is not configured for this rate category.</p> <p> For more information, refer to the (optional) <i>Actuals Versus Limits</i> section of this guide.</p>
Allowances as Fixed Amounts or Limits Rate Category "Lodging"	Select from the list of allowances: <ul style="list-style-type: none"> • Daily Allowance (<i>default</i>) • Up to Limit • Over Limit Tracking • Not Used <p>NOTE: Using the default value of <i>Daily Allowance</i> means actuals versus limits functionality is not configured for this rate category.</p> <p> For more information, refer to the (optional) <i>Actuals Versus Limits</i> section of this guide.</p>
Default hotel room tax for foreign travel only	Select this checkbox if you want the system to automatically display hotel tax only for foreign travel as is common practice for clients using the United States bundle(s).
Combine Rate Categories	Select from the list of allowances: <ul style="list-style-type: none"> • Meals and Incidentals • Meals, Incidentals and Lodging • None (<i>default</i>)
Over Limit Distribution Methods	Select from the list of allowances: <ul style="list-style-type: none"> • Reduce All Expenses to Daily Limit • Reduce Lodging First • None (<i>default</i>)

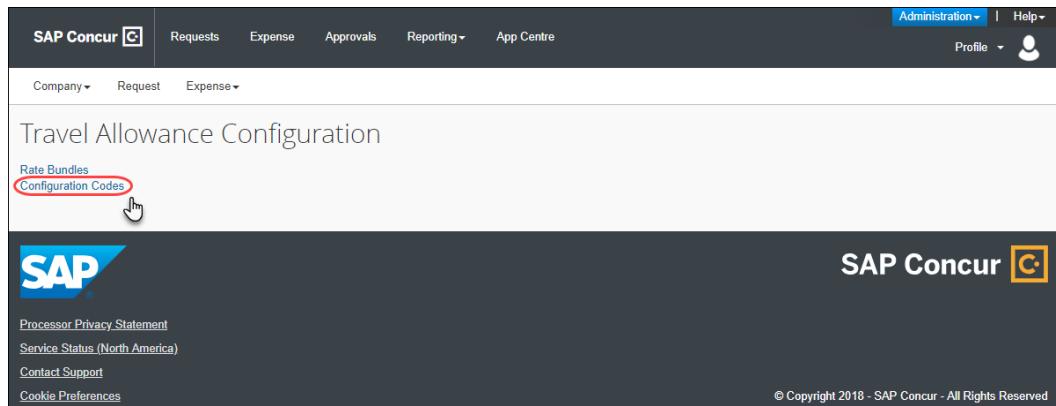
NOTE: Additional fields that display on this page are for future use.

4. Click **OK**. The newly created configuration displays on the list.
5. Click **Save**.

VIEWING CONFIGURATION CODES

► **To view Configuration Codes**

1. On the **Travel Allowance Configuration** page, click **Configuration Codes**.
The **Configurations** page displays.



The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with links for Requests, Expense, Approvals, Reporting, App Centre, Administration, Help, Profile, and a user icon. Below the navigation bar, the main content area has a header 'Travel Allowance Configuration'. Underneath the header, there are two links: 'Rate Bundles' and 'Configuration Codes', with 'Configuration Codes' being highlighted by a red circle and a cursor icon pointing at it. At the bottom of the page, there are links for Processor Privacy Statement, Service Status (North America), Contact Support, and Cookie Preferences, along with a copyright notice: © Copyright 2018 - SAP Concur - All Rights Reserved.

2. Click **View** (ocular icon).



The screenshot shows the 'Configurations' page. At the top, there's a title 'Configurations' and a blue 'Add' button. To the right is a search bar labeled 'Search Configurations'. Below the title, there are four columns: 'Configuration ↑↓', 'Statutory Rate Bundle ↑↓', 'Client Rate Bundle ⇕', and 'Actions'. Under 'Configuration ↑↓', there's a row for 'NORWAY - Norway'. Under 'Statutory Rate Bundle ↑↓', there's a row for 'Statutory taxfree rates, Norway'. Under 'Client Rate Bundle ⇕', there's a row for 'Statutory state rates, N...'. In the 'Actions' column for the 'NORWAY - Norway' row, there are several icons: 'View' (highlighted with a red circle), 'Edit' (pencil icon), 'Delete' (trash can icon), and a grid icon. The entire configuration table is enclosed in a light gray border.

The **View Configuration** page displays.

The screenshot shows the 'View Configuration' page with the following fields:

- Configuration Code *: NORWAY
- Description *: Norway
- Statutory Rate Bundle *: Statutory taxfree rates, Norway
- Client Rate Bundle: Statutory state rates, Norway
- Rate Adjustment: (empty)
- Validate overlapping expenses on submit ?
- Allowances as Fixed Amounts or Limits:
 - Rate Category "Meal" ?: Daily Allowance
 - Rate Category "Lodging" ?: Daily Allowance
 - Rate Category "Incidental" ?: Not Used
 - Default hotel room tax for foreign travel only ?
 - Combine Rate Categories ?: None
 - Over Limit Distribution Method ?: None

At the bottom right are 'Back' and 'OK' buttons.

NOTE: Additional UI elements that display on this page are for future use.



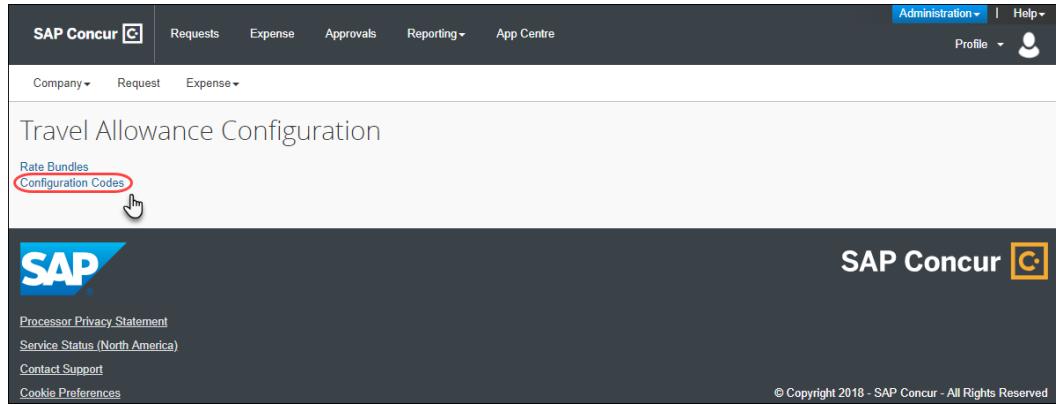
For descriptions of the fields, refer to the *Adding Configuration Codes* section in this guide.

3. Click **Back**.

EDITING CONFIGURATION CODES

► **To edit a configuration code:**

1. On the **Travel Allowance Configuration** page, click **Configuration Codes**.
The **Configurations** page displays.



The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with links for Requests, Expense, Approvals, Reporting, App Centre, Administration, Help, Profile, and a user icon. Below the navigation bar, the main content area has a header 'Travel Allowance Configuration'. Underneath the header, there are two links: 'Rate Bundles' and 'Configuration Codes', with 'Configuration Codes' being highlighted by a red oval and a cursor icon pointing at it. At the bottom of the page, there are links for Processor Privacy Statement, Service Status (North America), Contact Support, and Cookie Preferences, along with a copyright notice: © Copyright 2018 - SAP Concur - All Rights Reserved.

2. Click **Edit** (✎).



The screenshot shows the 'Configurations' page. At the top, there's a title 'Configurations' and a blue 'Add' button. To the right is a search bar labeled 'Search Configurations'. Below the title, there's a table with four columns: 'Configuration ↑↓', 'Statutory Rate Bundle ↑↓', 'Client Rate Bundle ≡', and 'Actions'. A single row is visible in the table, representing a configuration named 'GERMAN_RATE_TEST - German Rate Test Config Code' with a 'Statutory rates, Germany' rate bundle. In the 'Actions' column for this row, there are three icons: 'Edit' (highlighted with a red oval and a cursor icon), a pencil icon, a trash can icon, and a grid icon.

The **Edit Configuration** page displays.

The screenshot shows the 'Edit Configuration' dialog box. At the top, it says 'Edit Configuration'. Below that, there are several input fields:

- Configuration Code ***: A text input field containing 'GERMAN_RATE_TEST'.
- Description ***: A text input field containing 'German Rate Test Config Code'.
- Statutory Rate Bundle ***: A dropdown menu showing 'Statutory rates, Germany'.
- Client Rate Bundle**: A dropdown menu.
- 3-Month Rule**: A checked checkbox.
- Rate Adjustment**: A dropdown menu.
- Validate overlapping expenses on submit**: An unchecked checkbox.

Below these fields is a section titled 'Allowances as Fixed Amounts or Limits' which contains the following settings:

- Rate Category "Meal"**: A dropdown menu showing 'Daily Allowance'.
- Rate Category "Lodging"**: A dropdown menu showing 'Daily Allowance'.
- Rate Category "Incidental"**: A dropdown menu showing 'Daily Allowance'.
- Default hotel room tax for foreign travel only**: An unchecked checkbox.
- Combine Rate Categories**: A dropdown menu showing 'None'.
- Over Limit Distribution Method**: A dropdown menu showing 'None'.

At the bottom right of the dialog are 'Back' and 'OK' buttons.

NOTE: Additional UI elements that display on this page are for future use.

3. Edit the fields as desired. An asterisk indicates a required field.



For descriptions of the fields, refer to the *Adding Configuration Codes* section in this guide.

4. Click **OK**.

5. Click **Save**.

DELETING A CONFIGURATION CODE

! IMPORTANT: There is no confirmation message and no undo.

► **To delete a configuration code:**

- On the **Configurations** page, in the configuration's row, click **Delete** (trash).

NOTE: If the configuration code is in use, it will not be deleted, and a message will display.

Section 6: Optional Configuration

The following are additional considerations when configuring travel allowance.

Actuals Versus Limits

With actuals versus limits, there is a schedule of reimbursement rates, but the employee may or may not be paid the reimbursement rate.

This functionality has the following features:

- Travel allowance configuration allowing administrators to configure actuals versus limits independently for meals, lodging, and incidentals
- Suppression of automatically generated travel allowance expenses when limits are configured
- Meal and Lodging rates may be combined for limit comparison purposes



For configuration details, refer to the *Configuration Codes* section of this guide.

! **IMPORTANT:** Update the **Spend Category** configuration in **Expense Types** to use an "Allowance" choice from the list.

User Experience

Configuring limits, either up to the limit or over the limit, displays several additional UI elements to the end user.

On the **Adjustments** page, a new view, **Allowance Limit Details**, displays. Using this view, information on the limit configuration, in this sample screenshot it is **Up to Limit**, displays and an **Allowance Limit** column displays instead of a reimbursement amount column.

Example



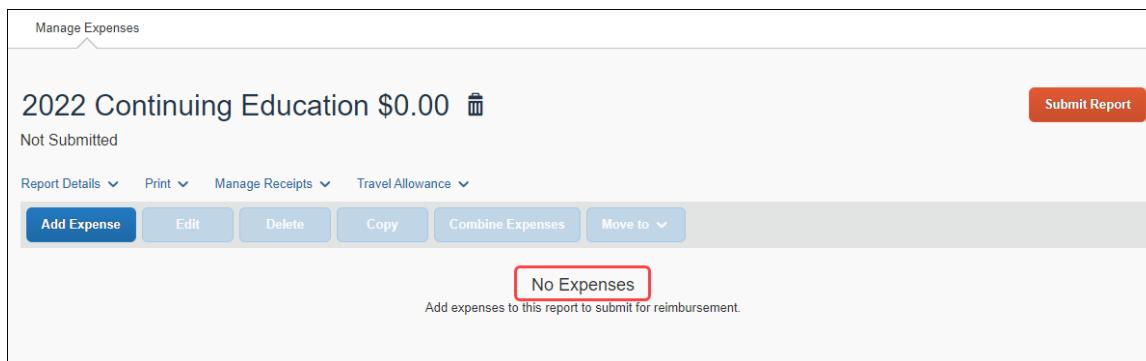
The screenshot shows a report titled "Travel Allowance Adjustments". The report lists travel details for four days in Chicago, United States, with three rate categories per day: Meals, Lodging, and Incidental. The "Information" column indicates the tracking type for each category. A red box highlights the "Information" column headers and the first row of data for the first day, showing "Up to Limit" for all three categories.

		Location	Rate Type	Information	Rate Amount	Factor	Calculated Amount	Allowance Limit
		Chicago, UNITED STATES	Meals	Up to Limit	\$74.00	0.75	\$55.50	\$55.50
		Chicago, UNITED STATES	Lodging	Up to Limit	\$134.00	1	\$134.00	\$134.00
		Chicago, UNITED STATES	Incidentals	Up to Limit	\$5.00	0.75	\$3.75	\$3.75
								\$193.25
Tue, 02/22/2022		Chicago, UNITED STATES	Meals	Up to Limit	\$74.00	1	\$74.00	\$74.00
		Chicago, UNITED STATES	Lodging	Up to Limit	\$134.00	1	\$134.00	\$134.00
		Chicago, UNITED STATES	Incidentals	Up to Limit	\$5.00	1	\$5.00	\$5.00
								\$213.00
Wed, 02/23/2022		Chicago, UNITED STATES	Meals	Up to Limit	\$74.00	1	\$74.00	\$74.00
		Chicago, UNITED STATES	Lodging	Up to Limit	\$134.00	1	\$134.00	\$134.00
		Chicago, UNITED STATES	Incidentals	Up to Limit	\$5.00	1	\$5.00	\$5.00
								\$213.00
Thu, 02/24/2022		Chicago, UNITED STATES	Meals	Up to Limit	\$74.00	1	\$74.00	\$74.00
		Chicago, UNITED STATES	Lodging	Up to Limit	\$134.00	1	\$134.00	\$134.00
		Chicago, UNITED STATES	Incidentals	Up to Limit	\$5.00	1	\$5.00	\$5.00
								\$213.00
Fri, 02/25/2022		Chicago, UNITED STATES	Meals	Up to Limit	\$74.00	0.75	\$55.50	\$55.50
		Chicago, UNITED STATES	Incidentals	Up to Limit	\$5.00	0.75	\$3.75	\$3.75
								\$59.25

When clicking **Finish**, expenses will only be automatically generated for rate categories that are configured as *Daily Allowance*. For rate categories that are configured as *Up to Limit* or *Over Limit Tracking*, the expenses must be entered as actual expenses after the report is generated (by clicking **Add Expense**.)

If **all rate categories** are configured as either *Up to Limit* or *Over Limit Tracking*, the report is generated, but no expenses display.

Example



The screenshot shows a "Manage Expenses" page for the year 2022. The report title is "Continuing Education" and the balance is \$0.00. The status is "Not Submitted". There are buttons for "Add Expense", "Edit", "Delete", "Copy", "Combine Expenses", and "Move to". A message box says "No Expenses" and "Add expenses to this report to submit for reimbursement." A "Submit Report" button is also visible.

Section 6: Optional Configuration

After clicking **Add Expense** and selecting an expense type such as *Hotel*, a **Travel Allowance** check box displays and can be configured to default to selected.

Example

The screenshot shows the 'New Expense' form under 'Manage Expenses'. The 'Details' tab is selected. The 'Expense Type' dropdown is set to 'Hotel'. The 'Check-in Date' and 'Check-out Date' fields are empty. The 'Nights' field shows '0'. The 'Transaction Date' field is empty. The 'Business Purpose' and 'Vendor' fields are empty. The 'City' field has a dropdown arrow. The 'Payment Type' dropdown is set to 'Cash'. The 'Amount' field is empty. The 'Currency' dropdown is set to 'US, Dollar'. A red box highlights the 'Travel Allowance' checkbox, which is checked. The 'Comment' text area is empty. At the bottom, there are 'Save Expense', 'Save and Add Another', and 'Cancel' buttons.

NOTE: About the Travel Allowance checkbox, also known as the flag:

- Users can clear (uncheck) the **Travel Allowance** check box
- Whether the flag is selected by default (for all locations or only foreign locations) depends on how it is configured.
- The Travel Allowance check box being selected (checked) is how the system knows to perform the comparison between the actual expense and the limit, so without the flag, expenses will not display on the **Reimbursable Allowance Summary** page.

The **Travel Allowance** list displays a new choice, *Reimbursable Allowance Summary*.

Example

The screenshot shows the 'Travel Allowance' list under 'Manage Expenses'. The top bar includes 'Report Details', 'Print', 'Manage Receipts', and a dropdown menu. The 'Travel Allowance' dropdown is open, showing options: 'Add Travel Allowance' (highlighted), 'Edit Travel Allowance', 'Edit Adjustments', 'Delete Travel Allowance', and 'Reimbursable Allowances Summary' (highlighted with a red box). Below the dropdown, there are buttons for 'Add Expense', 'Edit', 'Delete', and 'Move to'. A table lists vendor details: Amari Hotels, Chicago, Illinois, with a date of 02/25/2022 and a total amount of \$545.00. The table also includes columns for 'Requested' and 'Itemized'. At the top right are 'Copy Report' and 'Submit Report' buttons.

The **Reimbursable Allowance Summary** page displays details such as **Expense Total**, **Allowance Limit**, **Above Limit**, and **Reimbursable Amount**.

Example

The screenshot shows a table with columns: Location, Date, Rate Category, Expense Type, Expense Total, Allowance Limit, Above Limit, and Reimbursable Amount. The data is as follows:

Location	Date	Rate Category	Expense Type	Expense Total	Allowance Limit	Above Limit	Reimbursable Amount
Chicago, UNITED STATES	2022-02-21	Meals, Incidental		\$0.00	\$59.25	\$0.00	\$0.00
Chicago, UNITED STATES	2022-02-21	Lodging	Hotel	\$100.00	\$134.00	\$0.00	\$100.00
Chicago, UNITED STATES	2022-02-22	Meals, Incidental		\$0.00	\$79.00	\$0.00	\$0.00
Chicago, UNITED STATES	2022-02-22	Lodging	Hotel	\$100.00	\$134.00	\$0.00	\$100.00
Chicago, UNITED STATES	2022-02-23	Meals, Incidental		\$0.00	\$79.00	\$0.00	\$0.00
Chicago, UNITED STATES	2022-02-23	Lodging	Hotel	\$100.00	\$134.00	\$0.00	\$100.00
Chicago, UNITED STATES	2022-02-24	Meals, Incidental		\$0.00	\$79.00	\$0.00	\$0.00
Chicago, UNITED STATES	2022-02-24	Lodging	Hotel	\$100.00	\$134.00	\$0.00	\$100.00
Chicago, UNITED STATES	2022-02-25	Meals, Incidental		\$0.00	\$59.25	\$0.00	\$0.00

NOTE: For clients using a United States bundle, domestic Hotel Tax itemizations are excluded from the limit calculations.

Configuring Expense Types (All Countries)

Expense Types for Daily Allowances

For daily allowances, the system automatically provides the required expense types (Daily Allowance, Daily Allowance (Lodging), or Daily Allowance (Incidentals)). If desired, these expense type labels can be changed using **Administration > Expense Admin > Expense Types**.



For more information, refer to the *Expense: Expense Types Setup Guide* and the *Shared: Localization Setup Guide*.

NOTE: When configuring the travel allowance feature, ensure that account codes have been set for these daily allowance expense types. For more information, refer to the *Expense: Account Codes Setup Guide*.

For Actuals versus Limits

When using allowances as fixed amounts or limits, update the **Spend Category** configuration in **Expense Types** to use an "Allowance" choice from the list.

Example

The screenshot shows the 'Expense Types' page with the title 'MODIFY EXPENSE TYPE: MEALS (EMPLOYEE TRAVELLING)'. The 'General' tab is selected. A red arrow points to the 'Spend Category' dropdown menu, which is open and displays several options. The option 'Meal' is currently selected.

Name:	Meals (Employee Travelling)
Spend Category:	Meal
Available for:	Lodging - Do Not Track Hotel Spending Lodging - Track Hotel Spending Lodging Tax Meal Meal - Count in Daily Meal Allowance Meal - Do Not Count in Daily Meal Allowance
Has this Parent:	Meetings Office Supplies Other Supplies
Show on Mobile device:	
Itemization:	

Field Controls

The following section describes how you can change field properties on the users' **Itinerary** and **Adjustments** pages such as setting defaults, changing field labels, hiding fields, and removing list values. This section also provides information about how you can set defaults by location for deductions, meal types, and lodging types on the **Adjustments** page.

Itinerary Page

ADDING FIELD CONTROLS

► **To control field functionality on the Itinerary page:**

1. On the **Travel Allowance Configuration** page, click **Configuration Codes**. The **Configurations** page displays.

The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with links for Requests, Expense, Approvals, Reporting, and App Centre. On the far right, there are Administration, Help, Profile, and a user icon. Below the navigation bar, there are dropdown menus for Company, Request, and Expense. The main content area is titled "Travel Allowance Configuration". Under this title, there are two links: "Rate Bundles" and "Configuration Codes", with "Configuration Codes" being highlighted by a red circle and a cursor icon pointing at it. At the bottom of the page, there are links for Processor Privacy Statement, Service Status (North America), Contact Support, and Cookie Preferences, along with a copyright notice: "© Copyright 2018 - SAP Concur - All Rights Reserved".

2. In the desired row, click **Field control** (☰).

The screenshot shows the "Configurations" page. At the top, there's a header with an "Add" button and a search bar labeled "Search Configurations". Below the header, there's a table with columns: "Configuration ↑", "Statutory Rate Bundle ↑", "Client Rate Bundle ≡", and "Actions". A row is shown for "NORWAY - Norway" with values "Statutory taxfree rates, Norway" and "Statutory state rates, Norway". In the "Actions" column, there's a "Field control" button with a menu icon, which is highlighted by a red circle and a cursor icon.

NOTE: If you are now choosing to ignore functionality that has already been used for expense reports, to preserve the historic record, instead of editing the existing Configuration Code, create a new Configuration Code.

Section 6: Optional Configuration

The **Field Control for Itinerary UI** tab displays on the **Field Control for Configuration** page.

Field Control for Configuration "Norway"

Field Control for Itinerary UI Defaults for Locations

Deductions for "Breakfast"

Ignore Deduction Types: Never Rename Field: Applicable for (days): All days

Default Deduction Type: Excluded Deduction Types: No Data

Add

Deductions for "Dinner"

Ignore Deduction Types: Never Rename Field: Applicable for (days): All days

Default Deduction Type: Excluded Deduction Types: No Data

Add

Deductions for "Lunch"

Ignore Deduction Types: Never Rename Field: Applicable for (days): All days

Default Deduction Type: Excluded Deduction Types: No Data

Add

Continued

The screenshot displays a configuration interface for travel allowance settings. It includes four main sections: Lodging types, Meal types, Trip types, and Border Crossing. Each section contains fields for ignoring, renaming, and specifying default values, as well as an 'Excluded' section with an 'Add' button and a 'No Data' message.

Lodging types

- Ignore Lodging Types: Never
- Rename Field: (empty)
- Default Lodging Type: (empty)
- Applicable for (days): All days
- Excluded Lodging Types: (empty)

Meal types

- Ignore Meal Types: Never
- Rename Field: (empty)
- Default Meal Type: (empty)
- Applicable for (days): All days
- Excluded Meal Types: (empty)

Trip types

- Ignore Trip Types: (unchecked)
- Rename Field: (empty)
- Default Trip Type: (empty)
- Excluded Trip Types: (empty)

Border Crossing

- Border Crossing Control: (empty)

Save

3. Edit the fields as desired. An asterisk indicates a required field.

Field	Description
Deductions for "Breakfast" (and "Dinner" and "Lunch") Ignore Deduction Types	Use this setting to disable (grey text) the type on the users' Adjustments page. Choose from the following list items: <ul style="list-style-type: none"> • <i>Never (never disabled)</i> • <i>All days (always disabled)</i> • <i>First day</i> • <i>Last day</i> • <i>First and last day</i> • <i>Intervening days</i>
Deductions for "Breakfast" (and "Dinner" and "Lunch") Default Deduction Type	Use this setting to show a default (already selected for the user) type on the users' Adjustments page.
Deductions for "Breakfast" (and "Dinner" and "Lunch") Rename Field	Use this setting to add (type in) a different name for the column header on the users' Adjustments page.
Deductions for "Breakfast" (and "Dinner" and "Lunch") Applicable for (days)*	Use this setting to configure the days when the deduction is to be defaulted. Choose from the following list items: <ul style="list-style-type: none"> • <i>All days</i> • <i>First day</i> • <i>Last day</i> • <i>First and last day</i> • <i>Intervening days</i>
Deductions for "Breakfast" (and "Dinner" and "Lunch") Excluded Deduction Types Code NOTE: To display the Code field, click Add .	Use this setting to exclude individual types. NOTE: You may not exclude the default type. Choose from the available list items.
Deductions for "Breakfast" (and "Dinner" and "Lunch") Excluded Deduction Types Description	This read-only column displays the description of the selected code.
Deductions for "Breakfast" (and "Dinner" and "Lunch") Excluded Deduction Types Actions	This column provides access to the Delete icon.

Field	Description
Lodging types (and Meal types) Ignore Lodging Types (and Ignore Meal Types)	Use this setting to disable (grey text) the type on the users' Adjustments page. Choose from the following list items: <ul style="list-style-type: none"> • <i>Never (never disabled)</i> • <i>All days (always disabled)</i> • <i>First day</i> • <i>Last day</i> • <i>First and last day</i> • <i>Intervening days</i>
Lodging types (and Meal types) Default Lodging Type (and Default Meal Type)	Use this setting to show a default (already selected for the user) type on the users' Adjustments page. NOTE: Types are highly configurable and will impact the items displayed in this list.
Lodging types (and Meal types) Rename Field	Use this setting to add (type in) a different name for the column header on the users' Adjustments page.
Lodging types (and Meal types) Applicable for (days)*	Use this setting to configure the days when the deduction is to be defaulted. Choose from the following list items: <ul style="list-style-type: none"> • <i>All days</i> • <i>First day</i> • <i>Last day</i> • <i>First and last day</i> • <i>Intervening days</i>
Lodging types (and Meal types) Excluded Lodging Types (and Exclude Meal Types) Code NOTE: To display the Code field, click Add .	Use this setting to exclude individual types. NOTE: You may not exclude the default type. Choose from the available list items. NOTE: Codes are highly configurable and will impact the items displayed in this list.
Lodging types (and Meal types) Excluded Lodging Types (and Exclude Meal Types) Description	This read-only column displays the description of the selected code.

Field	Description
Lodging types (and Meal types) Excluded Lodging Types (and Exclude Meal Types) Actions	This column provides access to the Delete icon.
Border Crossing Border Crossing Control	Use this setting to set the action to take based on the location to the border. Choose from the following list items: <ul style="list-style-type: none"> • <i>Default based on selected calculation rule</i> • <i>Based on arrival location for outbound and inbound</i> • <i>Based on departure location for outbound and inbound</i> • <i>Based on departure location for outbound and based on arrival location for last inbound</i>
Trip types Ignore Trip Types	Select this check box to disable the trip types on the users' Itinerary page.
Trip types Rename Field	Use this setting to add (type in) a different name for the field on the users' Itinerary page.
Trip types Default Trip Type	Use this setting to set a default trip type on the users' Itinerary page. Choose from the available list items. NOTE: Types are highly configurable and will impact the items displayed in this list.
Trip types Excluded Trip Types Code NOTE: To display the Code field, click Add .	Use this setting to exclude individual types. NOTE: You may not exclude the default type. Choose from the available list items. NOTE: Codes are highly configurable and will impact the items displayed in this list.
Trip types Excluded Trip Types Description	This read-only column displays the description of the selected code.
Trip types Excluded Trip Types Actions	This column provides access to the Delete icon.

4. Click **Save**.

EDITING FIELD CONTROLS

► **To control field functionality on the Itinerary page:**

1. On the **Travel Allowance Configuration** page, click **Configuration Codes**. The **Configurations** page displays.

The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with links for Requests, Expense, Approvals, Reporting, App Centre, Administration, Help, Profile, and a user icon. Below the navigation bar, there are dropdown menus for Company, Request, and Expense. The main content area is titled 'Travel Allowance Configuration'. Under this title, there are two sections: 'Rate Bundles' and 'Configuration Codes'. The 'Configuration Codes' section is highlighted with a red circle and has a cursor icon pointing at it. At the bottom of the page, there are links for Processor Privacy Statement, Service Status (North America), Contact Support, and Cookie Preferences, along with a copyright notice: © Copyright 2018 - SAP Concur - All Rights Reserved.

2. In the desired row, click **Field control** (≡).

The screenshot shows the 'Configurations' page. The header includes an 'Add' button and a 'Search Configurations' input field. The main table has columns for 'Configuration ↑', 'Statutory Rate Bundle ↑', 'Client Rate Bundle ⇕', and 'Actions'. A single row is visible, representing 'NORWAY - Norway' with 'Statutory taxfree rates, Norway' and 'Statutory state rates, Norway' in the respective columns. The 'Actions' column contains a 'Field control' button, which is highlighted with a red rectangle. The entire table is enclosed in a light gray border.

The **Field Control for Itinerary UI** tab displays on the **Field Control for Configuration** page.

3. Edit the fields as desired.



For more information about the fields, refer to the *Adding Field Controls* section of this guide.

4. Click **Save**.

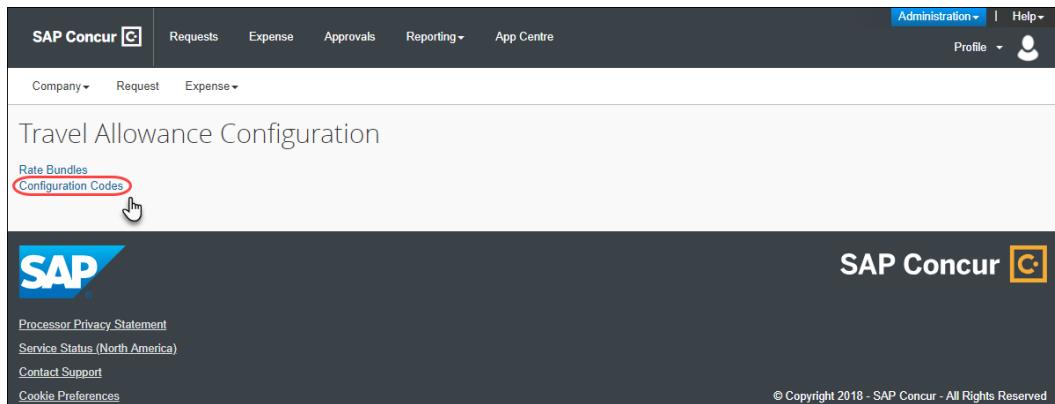
Adjustments Page

NOTE: To view existing defaults for locations configuration, click **Download**, then view the contents of the downloaded file.

ACCESSING DEFAULTS FOR LOCATIONS

- **To access the defaults for locations configuration:**

1. On the **Travel Allowance Configuration** page, click **Configuration Codes**.
The **Configurations** page displays.



The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with links for Requests, Expense, Approvals, Reporting, App Centre, Administration, Help, Profile, and a user icon. Below the navigation bar, there are dropdown menus for Company, Request, and Expense. The main content area is titled "Travel Allowance Configuration". In the top left of this area, there are two links: "Rate Bundles" and "Configuration Codes", with "Configuration Codes" being highlighted by a red circle and a cursor pointing at it. At the bottom of the page, there are links for Processor Privacy Statement, Service Status (North America), Contact Support, and Cookie Preferences, along with a copyright notice: "© Copyright 2018 - SAP Concur - All Rights Reserved".

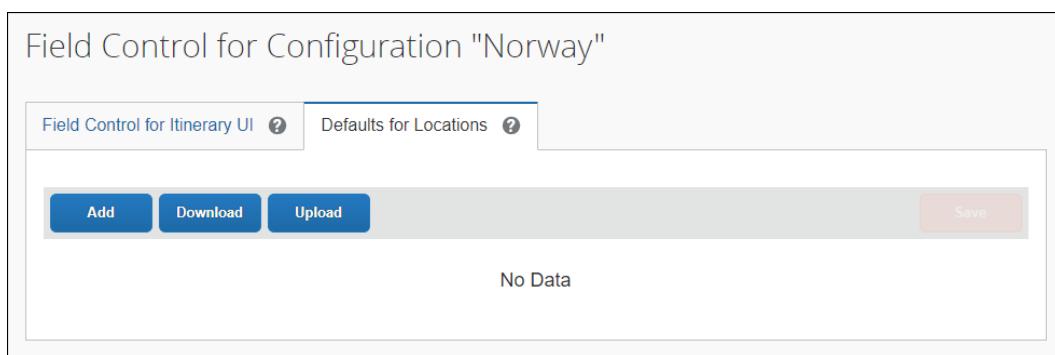
2. In the desired row, click **Field control** (≡).



The screenshot shows the "Configurations" page. At the top, there's a header with "Add" and "Search Configurations" buttons. Below the header is a table with columns: Configuration ↑, Statutory Rate Bundle ↑, Client Rate Bundle ⇕, and Actions. A single row is visible, representing "NORWAY - Norway" with three entries under the "Actions" column: "Statutory taxfree rates, Norway", "Statutory state rates, Norway", and a "Field control" button. The "Field control" button is highlighted with a red box and a cursor is hovering over it.

The **Field Control for Itinerary UI** tab displays on the **Field Control for Configuration** page.

3. Click **Defaults for Locations** (tab).



The screenshot shows the "Field Control for Configuration 'Norway'" page. At the top, there are two tabs: "Field Control for Itinerary UI" and "Defaults for Locations", with "Defaults for Locations" being the active tab. Below the tabs are buttons for "Add", "Download", and "Upload", and a "Save" button on the right. The main content area displays the message "No Data".

ADDING DEFAULTS FOR LOCATIONS

- **To add default locations on the Adjustments page:**

1. On the **Defaults for Locations** tab, click **Add**.

The **Field Control for Configuration** page displays.

Field Control for Configuration "Norway"

Country/Region * ?

Locality * ?

Default Values ?

Deductions for "Breakfast"	Applicable for (days)
Deductions for "Dinner"	Applicable for (days)
Deductions for "Lunch"	Applicable for (days)
Lodging types	Applicable for (days)
Meal types	Applicable for (days)

Back OK

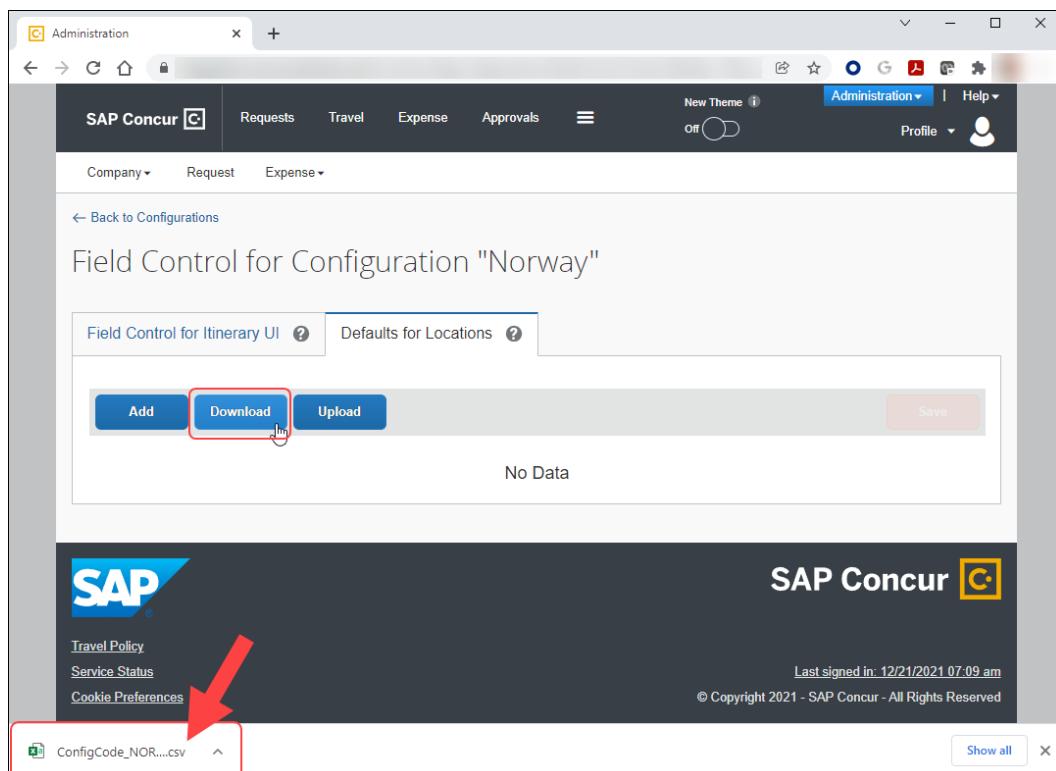
2. From the **Country/Region** field, choose a location by which to filter the list items that will display in the **Default Values** section. An asterisk indicates a required field.
3. From the **Locality** field, choose a location by which to filter the list items that will display in the **Default Values** section. An asterisk indicates a required field.
4. Edit the **Default Values** fields as desired. For each row, choose from the deduction or type list and then choose the days for which the value is to be applicable.
5. Click **OK**.

DOWNLOADING DEFAULTS FOR LOCATIONS

► **To download defaults for locations data:**

1. On the **Defaults for Locations** tab, click **Download**.

An editable .csv file is downloaded to a local directory.

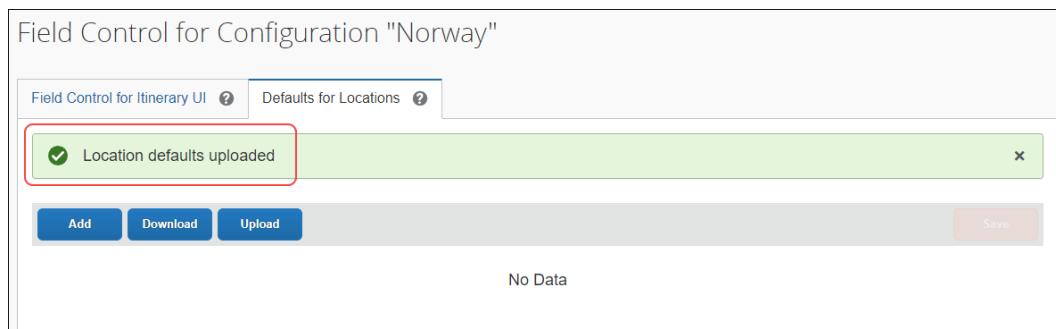


UPLOADING DEFAULTS FOR LOCATIONS

► **To upload defaults for locations data:**

1. On the **Defaults for Locations** tab, click **Upload**.
2. Browse to the location of your custom edited .csv file and click **Open**.

The file successfully uploads.



Section 7: Calculation Rules

For each of the system calculation rule names, the available rule options are described in detail in this section.



For more information about the default rule options for each **Rate Category**, and numbered steps for viewing and editing rules, refer to the applicable bundle guide.

Reimbursement interval, domestic

Rates are paid for a period of time, commonly a day. This can be a calendar day or a 24-hour period starting with the departure time of a trip. The time periods for rates are called reimbursement intervals. If a trip has only domestic destinations, it is considered to be a domestic trip. This section is about selecting the reimbursement interval for domestic trips.

24-HOUR INTERVAL

Using this rule, for domestic trips, allowances are calculated based on continuous 24-hour periods. These periods begin with the date and time that the trip starts.

Example

A user leaves on Monday at 9:00 AM and returns on Wednesday at 4:00 PM. The first 24-hour period is from Monday 9:00 AM to Tuesday 9:00 AM, the second period is from Tuesday 9:00 AM to Wednesday 9:00 AM. On Wednesday, there is a remaining period from 9:00 AM to 4:00 PM. Admins can define rates for full days and the last day of a trip in the rate section.

CALENDAR DAY

Using this rule, for domestic trips, allowances are calculated based on calendar days. Typically, the travel time on the first day and last day is less than a full calendar day.

Example

A user starts a trip on Monday at 9:00 AM and returns on Wednesday at 4:00 PM. Travel allowances are calculated for each day, Monday, Tuesday, and Wednesday.

CALENDAR DAY IF THERE ARE OVERNIGHT STAYS, OTHERWISE 24-HOUR INTERVAL

Using this rule, for domestic trips, allowances are calculated based on calendar days. If **Without overnight** is selected, allowances are calculated base on 24-hour intervals.

Example

A user starts a trip on Monday at 7 PM and returns on Tuesday at 9 AM. The user selects **Without overnight**. Travel allowances are calculated based on 24-hour intervals, starting at 7 PM on Monday.

CALENDAR DAY, BUT UP TO 24 HOURS AS A 24-HOUR INTERVAL

Using this rule, on single day trips, the 24-hour interval is used. For multi-day trips, calendar days are used. A single day trip means a trip with less or equal than 24 hours.

Example

A user starts a trip on Monday at 10 AM and returns on Tuesday at 5 AM. This is considered a single-day trip, since the trip duration is less than 24 hours. If the user finished the trip at 11 AM on Tuesday, it would be considered a multiple-day trip and calculated based on calendar days.

CALENDAR DAY, TWO DAYS WILL BE HANDLED AS ONE DAY WHEN RETURNING ON SECOND DAY BEFORE 6AM

Using this rule, a second day is not counted as a second day unless it ends after 6 AM.

Example

A user leaves Stockholm at 2 PM and arrives in Gothenburg at 3 PM. At 5 AM the following day, the user leaves Gothenburg and arrives back in Stockholm at 6 AM. The system considers this trip to be a single-day trip.

Reimbursement interval, foreign

When a trip has at least one foreign destination, it is a foreign trip. This section is about choosing between calendar days or 24-hour periods as a reimbursement interval for foreign trips.

24-HOUR INTERVAL

This calculation is the same as the 24-hour interval for domestic.

24-HOUR INTERVAL FOR DOMESTIC LOCATIONS, BUT CALENDAR DAY FOR FOREIGN LOCATIONS

Using this rule, allowances for the domestic legs are calculated according to 24-hour intervals, and the foreign legs are calculated according to calendar days.

24-HOUR INTERVAL, RESTARTING AT EACH BORDER CROSSING AND RESTARTING THE DAY COUNT

Using this rule, each border crossing starts a new 24-hour day.

CALENDAR DAY

Using this rule, this calculation is the same as the rule for domestic.

CALENDAR DAY IF THERE ARE OVERNIGHT STAYS, OTHERWISE 24-HOUR INTERVAL

Using this rule, this calculation is the same as the rule for domestic.

CALENDAR DAY, BUT UP TO 24 HOURS AS A 24-HOUR INTERVAL

Using this rule, the calculation is the same as the rule for domestic.

CALENDAR DAY, RESTARTING AT EACH CHANGE FROM DOMESTIC TO FOREIGN LOCATION AND VICE VERSA

The reimbursement interval is the calendar day, but domestic and foreign legs of are evaluated separately, since they follow different rules. When there are domestic and foreign legs of a trip on the same calendar day, this calendar day is evaluated twice, for the domestic and the foreign legs. Allowances are calculated for both legs according to the respective rules, and the results are totalled for that day.

Example

A user is based in Australia and travels from Melbourne to Brisbane, then to Sydney, then to Singapore, all on the same day. For the time the user spent within Australia they receive allowances according to the domestic rules, and for the time they spent outside of Australia, they receive allowances according to the rules for foreign travel. Both allowances are totalled for that day.

CALENDAR DAY, TWO DAYS WILL BE HANDLED AS ONE DAY WHEN RETURNING ON SECOND DAY BEFORE 6AM

Using this rule, a second day is not counted as a second day unless it ends after 6 AM.

Example

A user leaves Stockholm at 2 PM and arrives in Gothenburg at 3 PM. At 5 AM the following day, the user leaves Gothenburg and arrives back in Stockholm at 6 AM. The system considers this trip to be a single-day trip. Location for rate determination, domestic

Typically, a travel itinerary is made up of legs when the user is **actively travelling** (from location A to location B) and legs when the user **stays** (at location B) in which case it is location B that determines the travel allowance rate.

This rule determines how the system handles the legs of time when the user is **actively travelling** domestically.

BASED ON TIME OF ARRIVAL, INCLUDING THE FIRST LEG

Using this rule, the time the user spends in one place and the transit time following that stay are totalled. The time on the first day of travel from home is added to the first day at the destination.

BASED ON TIME OF DEPARTURE, INCLUDING THE LAST LEG

Using this rule, the time the user spends in one place and the transit time before that stay are totalled. The time on the last day of travel back home is added to the last destination.

FIRST LEG BASED ON TIME OF DEPARTURE, THEN ALL BASED ON TIME OF ARRIVAL

Using this rule, the leg from home to the user's first destination are evaluated separately from the remaining legs of the trip. The subsequent legs of the trip are totalled.

Location for rate determination, domestic

Typically, a travel itinerary is made up of legs when the user is **actively travelling** (from location A to location B) and legs when the user **stays** (at location B) in which case it is location B that determines the travel allowance rate.

This rule determines how the system handles the legs of time when the user is travelling within their home country.

BASED ON TIME OF ARRIVAL, INCLUDING THE FIRST LEG

Using this rule, the time the user spends in one place and the transit time following that stay are totalled. The time on the first day of travel from home is added to the first day at the destination.

BASED ON TIME OF DEPARTURE, INCLUDING THE LAST LEG

Using this rule, the time the user spends in one place and the transit time before that stay are totalled. The time on the last day of travel back home is added to the last destination.

FIRST LEG BASED ON TIME OF DEPARTURE, THEN ALL BASED ON TIME OF ARRIVAL

Using this rule, the leg from home to the user's first destination is evaluated separately from the remaining legs of the trip. The subsequent legs of the trip are totalled.

Location for rate determination, foreign

Typically, a travel itinerary is made up of legs when the user is **actively travelling** (from location A to location B) and legs when the user **stays** (at location B) in which case it is location B that determines the travel allowance rate.

This rule determines how the system handles the legs of time when the user is **actively travelling** abroad.

BASED ON BORDER CROSSING OR ARRIVAL TIME MODIFYING TIME ZONES FIRST STOP AT DEPARTURE LOCATION LAST STOP AT ARRIVAL LOCATION

Using this rule, the system uses border crossing times and considers the appropriate time zone. The default border crossing date/time is adopted from the start or departure date/time at your start or departure location for outbound legs, and from the arrival or end date/time at your arrival or end location for inbound legs (coming back to home country).

BASED ON TIME OF ARRIVAL, INCLUDING THE FIRST LEG

Using this rule, the time the user spends in one place and the transit time following that stay are totalled. The time on the first day of travel from home is added to the first day at the destination.

BASED ON TIME OF DEPARTURE, INCLUDING THE LAST LEG

Using this rule, the time the user spends in one place and the transit time before that stay are totalled. The time on the last day of travel back home is added to the last destination.

FIRST LEG BASED ON TIME OF DEPARTURE, THEN ALL BASED ON TIME OF ARRIVAL

Using this rule, the leg from home to the user's first destination is evaluated separately from the remaining legs of the trip. The subsequent legs of the trip are totalled.

FIRST LEG BASED ON TIME OF DEPARTURE, THEN ALL BASED ON TIME OF BORDER CROSSING OR TIME OF ARRIVAL, BUT LAST LEG BASED ON TIME OF ARRIVAL

Using this rule, the leg from home to the user's first destination is evaluated separately from the remaining legs of the trip except the last leg. The middle legs of the trip are totalled. Several locations in a reimbursement interval, domestic

This section is about the rules when there are several locations in one reimbursement interval on a domestic trip. The reimbursement interval can be a calendar day or a 24-hour period. When locations come with different travel allowance rates, this rule defines which rate is used. The examples in this section refer to calendar days as the reimbursement interval, but the examples are still valid when using 24-hour periods.

HIGHEST RATE OF ALL LOCATIONS

Using this rule, when there are several locations with different rates during a travel day, the highest rate is used for that travel day.

Example

A user travels to Munich, Berlin, and Frankfurt in one day. The Munich rate is 40 EUR. The Berlin rate is 50 EUR. And the Frankfurt rate is 30 EUR. The user receives the rate for Berlin for that day, because it is the highest rate.

RATE OF FIRST LOCATION

Using this rule, when there are several locations with different rates during a travel day, the rate of the first location is used for that travel day.

Example

A user travels to Munich, Berlin, and Frankfurt in one day. The Munich rate is 40 EUR. The Berlin rate is 50 EUR. And the Frankfurt rate is 30 EUR. The user receives the rate for Munich for that day, because it is the first location on that day.

RATE OF THE LAST LOCATION

Using this rule, when there are several locations with different rates during a travel day, the rate of the last location is taken for that travel day.

Example

A user travels to Munich, Berlin, and Frankfurt in one day. The Munich rate is 40 EUR. The Berlin rate is 50 EUR. And the Frankfurt rate is 30 EUR. The user receives the rate for Frankfurt for that day, because it is the last location on that day.

RATE OF THE LAST LOCATION, BUT RATE OF THE FIRST LOCATION ON THE LAST DAY

Using this rule, when there are several locations with different rates during a travel day, the rate of the last location is used for that travel day. Unless it is the last day, than the rate of the first location is used.

Example

A user travels to Munich, Berlin, and Frankfurt in one day. The Munich rate is 40 EUR. The Berlin rate is 50 EUR. And the Frankfurt rate is 30 EUR. The user receives the rate for Munich for the last day, since it is the first location on that day.

NOTE: This rule makes sure, that for the last day of travel, the travel receives the rate for the location where the user spent the day, and not the rate for the location of the final destination, which typically is their hometown.

RATE OF THE LOCATION WITH THE LONGEST DURATION

Using this rule, when there are several locations with different rates during a travel day, the rate of the location where the user spends the most time is used for that travel day.

Example

A user spends 6 hours in Munich, 8 hours in Berlin, and 10 hours in Frankfurt in one day. The rate for Munich is 40 EUR. The rate for Berlin is 50 EUR. And the rate for Frankfurt is 30 EUR. The user receives the rate for Frankfurt for that day, because the user spent the most time in Frankfurt.

NOTE: If the duration to two locations happens to be the same, the first location is used.

RATE OF THE LOCATION WITH THE LONGEST DURATION EXCLUDING TRAVEL TIME

Using this rule, when there are several locations with different rates during a travel day, the rate of the location where the user spends the most time is used for that travel day; however, travel time is excluded.

SUM OF RATES OF ALL LOCATIONS

Using this rule, when there are several locations with different rates during a travel day, the user receives the total of all rates for that day.

Example

A user travels to Munich, Berlin, and Frankfurt in one day. The rate for Munich is 40 EUR. The rate for Berlin is 50 EUR. The rate for Frankfurt is 30 EUR. The user receives the total of all rates for that day, that is 120 EUR.

Several locations in a reimbursement interval, domestic

This section is about the rules when there are several locations in one reimbursement interval on a domestic trip.

HIGHEST RATE OF ALL LOCATIONS

RATE OF THE FIRST LOCATION

RATE OF THE LAST LOCATION

RATE OF THE LAST LOCATION, BUT RATE OF THE FIRST LOCATION ON THE LAST DAY

RATE OF THE LOCATION WITH THE LONGEST DURATION

Using this rule, when there are several locations with different rates during a travel day, the rate of the location where the user spends the most time is used for that travel day.

RATE OF THE LOCATION WITH THE LONGEST DURATION, EXCLUDING TRAVEL TIME

Using this rule, when there are several locations with different rates during a travel day, the rate of the **foreign** location where the user spends the most time is used for that travel day.

SUM OF RATES OF ALL LOCATIONS

Using this rule, when there are several locations with different rates during a travel day, the user receives the total of all rates for that day.

Several locations in a reimbursement interval, foreign

This section is about the rules when there are several locations in one reimbursement interval on a foreign trip. The rules are the same as for **Several locations in a reimbursement interval, domestic**, with two exceptions.

HIGHEST RATE OF ALL LOCATIONS

This rule is the same as for **Several locations in a reimbursement interval, domestic**.

RATE OF THE FIRST LOCATION

This rule is the same as for **Several locations in a reimbursement interval, domestic**.

RATE OF THE FIRST FOREIGN LOCATION, INCLUDING ALL TIME SPENT IN FOREIGN LOCATIONS

Using this rule, when there are several foreign locations with different rates during a travel day, the user receives the rate for the first foreign location.

RATE OF THE LAST LOCATION

This rule is the same as for **Several locations in a reimbursement interval, domestic**.

RATE OF THE LAST LOCATION, BUT FOREIGN LOCATION WHEN MORE THAN TEN HOURS ABROAD

This calculation rule combines different calculation rules dependent on different conditions met in the itinerary.

Depending on where a day ends - in the user's home country, a foreign country, or in transit, different strategies are used:

- If travel ends in the home country:
 - ◆ Previous day ends in foreign or in transit from foreign, then this rule applies a first stop strategy, this means it takes the location where previous day ends.

- ◆ If total time spent in foreign locations is greater than 10 hours, then this rule applies a last stop preferring foreign strategy and uses the last foreign location.
- ◆ If the last stop on the previous day was foreign and the first stop on the current day is domestic, which is the use case of returning home, then this rule uses the last stop on the previous day.
- ◆ If none of these are true, then this rule applies a domestic strategy and uses the domestic location.
- If the day ends in transit, the foreign location is always used.
 - ◆ If a departure is from a domestic to a foreign location, then the first arrival on the next day is used.
 - ◆ In all other cases, such as foreign to domestic, foreign to foreign, or domestic to domestic, then this rule uses a last stop strategy, this means it uses the last stop.
- This is also the case, if the day does not end in transit.
 - ◆ Then this rule uses the last stop, that is where day ends.

RATE OF THE LAST LOCATION, BUT GIVING PREFERENCE TO THE LAST FOREIGN LOCATION

Same as for 'Several locations in a reimbursement interval, domestic', but giving preference to the last foreign location.

Example

You are based in Germany. On a business trip for several days, you stay overnight in Germany but you cross the border every day to work in Switzerland. You get the meal per diem for Switzerland, even though your last location on that day is Germany.

RATE OF THE LAST LOCATION, BUT GIVING PREFERENCE TO THE LAST FOREIGN LOCATION ON LAST DAY OR SINGLE DAY

This calculation rule decides between the two calculation rules *Rate of the last location, but giving preference to the last foreign location* or *Rate of the last location*.

This is depending if the day is a single day trip or the last day of the trip. If it is one of those, the calculation rule 'Rate of the last location, but giving preference to the last foreign location' will be taken, otherwise the calculation rule 'Rate of the last location'.

NOTE: This calculation rule is supporting regulatory requirements for Spain, but can also be used in any other country

RATE OF THE LAST LOCATION, BUT RATE OF THE FIRST LOCATION ON THE LAST DAY

Same as for *Several locations in a reimbursement interval, domestic*.

RATE OF THE LOCATION WITH THE LONGEST DURATION

Using this rule, when there are several locations with different rates during a travel day, the rate of the location where the user spends the most time is used for that travel day.

RATE OF THE LOCATION WITH THE LONGEST DURATION, BUT GIVING PREFERENCE TO THE LAST FOREIGN LOCATION

Using this rule, when there are several locations with different rates during a travel day, the rate of the **foreign** location where the user spends the most time is used for that travel day.

SUM OF RATES OF ALL LOCATIONS

Using this rule, when there are several locations with different rates during a travel day, the user receives the total of all rates for that day.

Several domestic locations in a domestic reimbursement interval, foreign

This calculation rule is used when domestic and foreign reimbursement intervals within one trip have to be evaluated independently. Meaning that allowances for domestic intervals are generated according to the rules for domestic trips, and allowances for foreign intervals are generated according to the rules for foreign trips.

This rule is an optional refinement of the rules for **Several locations in a reimbursement interval, foreign**.

! IMPORTANT: If this refinement is not to be used, select *No special handling for domestic locations*.

HIGHEST RATE OF ALL LOCATIONS

This rule is the same as for **Several locations in a reimbursement interval, domestic**.

NO SPECIAL HANDLING FOR DOMESTIC LOCATIONS

Using this rule, no refinement is used.

RATE OF THE FIRST LOCATION

This rule is the same as for **Several locations in a reimbursement interval, domestic**.

RATE OF THE LAST LOCATION

This rule is the same as for **Several locations in a reimbursement interval, domestic**.

RATE OF THE LAST LOCATION, BUT RATE OF THE FIRST LOCATION ON THE LAST DAY

This rule is the same as for **Several locations in a reimbursement interval, domestic.**

RATE OF THE LOCATION WITH THE LONGEST DURATION

This rule is the same as for **Several locations in a reimbursement interval, domestic.**

RATE OF THE LOCATION WITH THE LONGEST DURATION EXCLUDING TRAVEL TIME

Using this rule, the system uses the longest stop without a transit time. If two stops have the same duration, the one with the higher rate will be used.

SUM OF RATES OF ALL LOCATIONS

This rule is the same as for **Several locations in a reimbursement interval, domestic.**

Several itineraries on one date, durations

This rule name works with the **Several itineraries on one date, reimbursement rates** rule name to determine whether multiple independent trips occurring on the same date should be treated separately or cumulatively.

KEEP ALL DURATIONS

Using this rule, Concur Expense calculates the amount for each trip separately.

USE TOTAL DURATION OF ALL DOMESTIC ITINERARIES, KEEP ALL INDIVIDUAL DURATIONS OF FOREIGN ITINERARIES

Using this rule, Concur Expense adds the hours of each trip together and then calculates the allowance based on that total. For cumulative calculation, the user needs to enter multiple trips as multiple itineraries in one expense report.

Several itineraries on one date, reimbursement rates

This rule name works with the **Several itineraries on one date, durations** rule name to determine whether multiple independent trips occurring on the same date should be treated separately or cumulatively.

KEEP ALL RATES

Using this rule, Concur Expense calculates the amount for each trip separately.

USE HIGHEST RATE OF ALL ITINERARIES

Using this rule, Concur Expense adds the hours of each trip together and then calculates the allowance based on that total. For cumulative calculation, the user needs to enter multiple trips as multiple itineraries in one expense report.

Deductions

This rule is only applicable, when the reimbursement interval domestic or foreign has been set to a 24-hour-interval. The 24-hour-interval commences with the start of a trip, so it can start at any point of time during a day. As a result, meal deductions have to be assigned to the correct 24-hour-interval. This is only possible, when the meal times are defined. Currently, the meal times are fixed (and cannot be changed) at 8:00 hours for breakfast, 13:00 hours for lunch, 19:00 hours for dinner, and 23:59 hours for accommodation. These times serve only to determine to which 24-hour interval the deduction applies.

IGNORE DEDUCTION TIME

Using this rule, deduction time is not used.

REQUIRE DEDUCTION TIME

Using this rule, meal deductions are assigned to the correct 24-hour-period according to fixed times for breakfast, lunch, and dinner.

Example

A user starts a trip on Monday at 9 AM. The first 24-hour period goes until 9 AM on Tuesday. The user selects the check box indicating a provided breakfast deduction for Tuesday. The system sees breakfast as 8 AM, so the breakfast amount is deducted from the **first** 24-hour-period which started on Monday and did not end until Tuesday at 9 AM. When the user has a provided lunch deduction on Tuesday, it is deducted from the next 24-hour period, which started on Tuesday at 9 AM and ended on Wednesday at 9 AM.

Day for exchange rate

CURRENT DAILY EXCHANGE RATE

Using this rule, the system uses the daily exchange rate for each day's allowance (transaction date).

EXCHANGE RATE ON THE FIRST DAY OF THE ITINERARY

Using this rule, the system uses the rate from the first day of the trip (for all days).

Section 8: Appendix

Locations of Pages, Fields, and Settings

As a navigational aid, configuration fields are presented in this section of the guide by their locations.

Overview

- **Travel Allowance Configuration**
(Administration > Expense > Travel Allowance Configuration)
 - ◆ **Rate Bundles** page
(... > Travel Allowance Configuration > Rate Bundles)
 - **Rate Bundles** page | (>Edit) **Edit Rate Bundle** page
 - **Rate Bundles** page | (Delete) **Delete** message
 - **Rate Bundles** page | (Copy) **Copy Rate Bundle** page
 - **Rate Bundles** page | (Download)
 - **Rate Bundles** page | (View contents) **{rate bundle name}** page
 - ◆ **Configurations** page
(... > Travel Allowance Configuration > Configuration Codes)
 - **Configurations** page | **Add** (button) > **Add Configuration** page
 - **Configurations** page | (View) **View** / (Edit) **Edit Configuration** pages

Details

Rate Bundles page

(Administration > Expense > Travel Allowance Configuration > Rate Bundles)

Rate Bundles page | (Edit) **Edit Rate Bundle** page or (Copy) **Copy Rate Bundle** page

- **Rate Bundle Code** field, enter a value
- **Description** field, enter a value
- **Country** field, enter a value
- **Rate Types** field, read-only | (Edit) **Edit Rate Types** page
 - ◆ **Code** field, enter a value
 - ◆ **Description** field, enter a value
 - ◆ **Rate Category** setting, select from list
 - ◆ **Calculation Rules** icon | (Edit) **Edit calculation rules...** page
 - **Reimbursement interval, domestic** setting, select from list
 - **Reimbursement interval, foreign** setting, select from list

- **Location for rate determination, domestic** setting, select from list
- **Location for rate determination, foreign** setting, select from list
- **Several locations in a reimbursement interval, domestic** setting, select from list
- **Several locations in a reimbursement interval, foreign** setting, select from list
- **Several domestic locations in a domestic reimbursement interval, foreign** setting, select from list
- **Deductions** setting, select from list
- **Trip Types** field, read-only | (✎) **Edit Trip Types** page
 - ◆ **Code** field, enter a value
 - ◆ **Description** field, enter a value
- **Meal Types** field, read-only | (✎) **Edit Meal Types** page
 - ◆ **Code** field, enter a value
 - ◆ **Description** field, enter a value
- **Lodging Types** field, read-only | (✎) **Edit Lodging Types** page
 - ◆ **Code** field, enter a value
 - ◆ **Description** field, enter a value

Rate Bundles page | (☰) **View contents {rate bundle name}** page

- **Rates** tab | (☒) **View** / (✎) **Edit Rate** pages

NOTE: The pages, fields, and settings are the same when viewing or editing.

- ◆ **Required Fields** section
 - **Rate Type** setting, select from list
 - **Amount** field, type a value | **Currency** setting, select from list
 - **Valid From** | **Valid To** fields, enter values or use the date pickers
 - **Applicable for (days)** setting, select from list
- ◆ **Location** section
 - **Country** setting, select from list
 - **Subdivision** field, enter a value
 - **Administrative Region** field, select from list
 - **Locality** field, enter a value
- ◆ **Time-Based Constraints** section
 - **From Day of Trip** | **To Day of Trip** fields, enter values
 - **Minimum trip length in days** | **Maximum trip length in days** fields, enter values

- **Minimum duration in minutes | Maximum duration in minutes** fields, enter values
- **Start Time | End Time** fields, enter values or use the date pickers
- **The itinerary must cover the whole period** setting, select or not
- **The itinerary must cover a part of the period** setting, select or not
- **Season start (month and day) | Season end (month and day)** fields, enter a value
- ◆ **Type Codes** section
 - **Lodging Type** setting, select from list
- **Deductions** tab | **View** / **Edit Deduction** pages

NOTE: The pages, fields, and settings are the same when viewing or editing.

- ◆ **Required Fields** section
 - **Rate Type** setting, select from list
 - **Deduction Category | Deduction Type Code** settings, select from list
 - **Percentage** field, enter a value | **Applicable for Full Rate** setting, select or not | **Rounding to Full Amount** setting, select or not
 - **Amount** field, enter a value | **Currency** setting, select from list
 - **Benefit in Kind Amount** field, enter a value | **Currency** setting, select from list
 - **Valid From | Valid To** fields, enter values or use the date pickers
 - **Applicable for (days)** setting, select from list
- ◆ **Location** section
 - **Country** setting, select from list
 - **Subdivision** field, enter a value
 - **Administrative Region** field, select from list
 - **Locality** field, enter a value
- ◆ **Time-Based Constraints** section
 - **From Day of Trip | To Day of Trip** fields, enter a value
 - **3-Month Rule** setting, select or not
 - **Minimum trip length in days | Maximum trip length in days** fields, enter values
 - **Season start (month and day) | Season end (month and day)** fields, enter values
- ◆ **Type Codes** section
 - **Lodging Type** setting, select from list

- **Adjustments** tab | (View) **Edit Adjustment** pages

NOTE: The pages, fields, and settings are the same when viewing or editing.

- ♦ **Required Fields** section
 - **Rate Type** setting, select from list
 - **Adjustment Factor** field, enter a value
 - **Valid From** | **Valid To** fields, enter values or use the date pickers
 - **Applicable for (days)** setting, select from list
- ♦ **Location** section
 - **Country** setting, select from list
 - **Subdivision** field, enter a value
 - **Administrative Region** field, select from list
 - **Locality** field, enter a value
- ♦ **Time-Based Constraints** section
 - **From Day of Trip** | **To Day of Trip** fields, enter values
 - **From Month of Trip** | **To Month of Trip** fields, enter values
 - **3-Month Rule** setting, select or not
 - **Minimum trip length in days** | **Maximum trip length in days** fields, enter values
 - **Minimum trip length in minutes** | **Maximum trip length in minutes** fields, enter values
 - **Start Time** | **End Time** fields, enter values or use the date pickers
 - **The itinerary must cover the whole period** setting, select or not
 - **The itinerary must cover a part of the period** setting, select or not
 - **Season start (month and day)** | **Season end (month and day)** fields, enter a value
- ♦ **Type Codes** section
 - **Lodging Type** setting, select from list

Configurations page

(Administration > Expense > Travel Allowance Configuration > Configuration Codes)

Configurations page | **Add** (button) > **Add Configuration** page

- **Configuration Code** field, enter a value
- **Description** field, enter a value
- **Statutory Rate Bundle** setting, select from list
- **Client Rate Bundle** setting, select from list

Configurations page | (View) **Edit Configuration** pages

- **Configuration Code** field, enter a value
- **Description** field, enter a value
- **Statutory Rate Bundle** setting, select from list
- **Client Rate Bundle** setting, select from list
- **3-Month Rule** setting, select or not

