Concur Expense: Travel Allowance Import (XML v 3)

Specification

Last Revised: August 27, 2019

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
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 8, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 15, 2020	Renamed the Authorization Request check box to Request on the guide's title page.
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 27, 2019	Added the Permissions section
January 16, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 1 2018	Updated the footer; no other changes; cover date not updated
January 31 2018	Updated the copyright and cover; no other changes; cover date not updated
July 8 2016	Addition of 300-level fields for the Location Code Mapping feature that allows mapping of a rate directly to a specific rate location
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
May 7 2015	Copyright and formatting changes; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
June 13 2014	**Benefit in Kind Meals Deductions** in the 500 record has been changed to **Provided Meal Deduction List** and changed to 2 characters
August 23 2013	Note added that the TA admin can export existing rate configurations and use this import to re-import their modified rates
July 19 2013	New chapters added to the guide; renumbered this chapter No other changes
March 2012	Changed copyright; no content change
December 31 2010	Updated the copyright and made rebranding changes; no content changes
April 16 2010	Added the **Rate Records Duplicate Handling** field to the 100 record
January 27 2010	Added a field missing from the 310 record
January 19 2010	Added a field missing from the 400 record

Date	Notes / Comments / Changes
January 15 2010	Split the Travel Allowance import information into 3 chapters: ♦ *Chapter 10: Travel allowance import (**classic** user interface)* chapter became the *Chapter 10: Travel Allowance Import (XML v 1)* chapter – no changes other than the chapter name ♦ *Chapter 10: Travel allowance import (**current** user interface)* became *Chapter 11: Travel Allowance Import (XML v 2)* – no changes other than the chapter name and number ♦ *Chapter 12: Travel Allowance Import (XML v 3)* chapter – **NEW**; included information about "county"
December 11 2009	Job type for a travel allowance import data file changed from "travel_allowance" to "perdiem"
December 12 2008	Added notes about the fields **not** used by Travel & Expense
Apr. 2008 (SU30)	New for this release There are two available user interfaces: ♦ *Classic* user interface ♦ *Current* user interface **There are separate imports for each.**

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

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 SAP Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. In this case, the client must initiate a service request with SAP Concur support.

Section 2: IMPORTANT! Three Travel Allowance Import Guides

There are separate guides for the different versions of the Travel Allowance import:

- Travel Allowance Import (XML v 1)
- Travel Allowance Import (XML v 2)
- Travel Allowance Import (XML v 3)

Before creating your data file, verify with Concur that you are using the proper import guide. New clients should always be using the most current.

Section 3: Overview

A client uses this feature to import travel allowance information:

- Configurations and configuration-to-group mapping data
- Rates
- Rate location-to-system location mapping data

> ! **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

Section 4: Travel Allowance Import

Important Concepts

Calculation Method

The travel allowance calculation method is nothing more than the identification of the specific set of rules that govern how travel allowance rates are calculated and applied. All supported calculation methods are described within a country-specific configuration guide.

Calculation Method Properties

Calculation method properties are data that is required by a particular country's implementation of their travel allowance rules (calculation method). These properties represent data used when calculating or adjusting travel allowance rates. Examples of properties include factors (percentages) applied to meals rates for first/last day calculations, times or durations in hours for partial day calculations, and trip duration in days for extended trip calculations. Rather than hard-code these values in the implementations, they are stored in the database for ease of access. Not all countries' implementations need these calculation properties.

> **NOTE:** Calculation method properties are not configuration data, therefore, there are no means provided for changing them.

Rate Feed

The concept of a rate feed is central to how travel allowance data is managed and used within the Expense application. Simply put, a rate feed consists of all rate location data, all government and/or company rates including time band rates (if used), and all associated travel allowance configuration and configuration-to-employee group mapping data. A specific rate feed provides all of the data necessary to implement the travel allowance feature for a specific travel allowance calculation method (US/GSA rules, German rules, and so on). A specific rate feed can be associated with only one calculation method, but each calculation method may be used by multiple rate feeds.

Each travel allowance import data file will provide data for one and only one rate feed. It is not possible for a single import data file to contain data for more than one rate feed. When creating your import data files, the rate feed is specified in the

Settings Importer record (described in detail below). All other record types will add, modify, or delete travel allowance data associated to this rate feed. Each travel allowance import data file must have, as its first record, this Setting Importer record. After that, the import file may contain any combination of the remaining record types subject to conditions specified in each *Record Types* section below.

Rate Location

A rate location represents a specific geographic region to which travel allowance rates pertain. This geographic region may be a country, a state or province, or a specific location such as a city, county, or metropolitan area.

A specific rate location in Expense is defined to be the combination of a country code (found in CT_COUNTRY), country sub-division name or code (found in CT_CTRY_SUBDIVISION), a location name, and a location code (both found in CT_LOCATION). Any of these components in a rate location may be undefined (empty) as long as at least one of the components has a valid value. The following examples are valid.

Table 1: *Samples of valid rate locations*

Country Code	Country Sub-division	Location	Description
US	US-WA	Seattle/King County	Seattle metropolitan area
US	US-WA	Bellevue	City of Bellevue
US	US-WA	<empty>	State of Washington; Default rate location for any city, county, or metropolitan area within the State of Washington not explicitly defined within the rate feed.
US	<empty>	<empty>	Country of United States; Default rate location for any location within the United States not explicitly defined within the rate feed.
UK	<empty>	London	City of London
<empty>	<empty>	<any user defined label>	Special case for "rate location of last resort". Only one of these rate locations is allowed in each rate feed. It is used to identify the default travel allowance rate for a location that does not match any other rate location in the rate feed.

Rate locations, as defined by their three components, are used in multiple travel allowance import record types. Whenever referring to a specific rate location among record types, the same exact values for its three components must be used. For those components that are empty, you must leave that component empty. ***Do not*** use some other string such as *empty*, *none*, or *null* for an empty component.

When preparing data for import, keep in mind that the system uses the following logic to assign the itinerary arrival city location to the correct arrival rate location. The system:

1. Checks the rate location mapping table (imported in the 400 record type)

2. Checks for an exact match on the location code (from the 300 record)

3. Checks for an exact match on Country, State/Province, and City

4. Checks for an exact match on Country and City but State/Province is blank

5. Checks for an exact match on Country, State/Province and *county* (also known as "Administrative Region"), but City is blank

6. Checks for an exact match on Country and State/Province but City is blank

7. Checks for an exact match on Country but both State/Province and City are blank

8. Checks for a record with both Country and State/Province are blank but has the company-defined label such as "All Other Countries"

Travel Allowance Import - The Basic Process

The basic steps are described *briefly* here and then described *in detail* on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.

- **Step 2:** The client moves the import data file to Concur.

   NOTE: If the travel allowance import is not scheduled to run periodically, the client must contact Concur Client Support for assistance.

   Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

! **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. *Locate the country-specific configuration guide that you need and use it in conjunction with this document*.

Section 5: Step 1: Creating the Import Data File

The Client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8

- **Default Field Delimiter:** Comma

- **Enclosing Character:** Quotation Mark

- **Record Delimiter:** CRLF

- **Data Record Layout:** There are six record types in the Travel allowance import file. The record types are:

    ♦ 100 – Settings Importer

    ♦ 200 – Time Band Meal Rate Importer

    ♦ 300 – Rate Importer

    ♦ 310 – Expired Rate Importer

    ♦ 400 – Rate Location Map Importer

    ♦ 500 – Configuration Importer

    ♦ 600 – Configuration Map Importer

    ♦ 700 – Import Percent Deduction Importer

    ♦ 800 – Import Amount Deduction Importer

The record types are referenced in the tables on the following pages.

When creating the actual import data files, each file **must** contain the Settings Importer record as the **first** record in order to identify the correct rate feed. In general, an import data file may contain any combination of the remaining record types in any order subject to the following constraints:

- If a rate feed uses time band rates, record types 200 and 300 must be in the same import file, in any order.

- For deduction percent/amount data to be used when processing rate records, record types 700 and/or 800 can be included in the same import file containing the type 300 records. In this case, the record type 700 and/or 800 records must precede **all** record type 300 records. Alternatively, record types 700 and/or 800 may be imported in a separate file **before** the import file containing the type 300 records.

- Multiple type 600 records may refer to a single type 500 record. Record types 500 and 600 may appear in any order in the same feed file.

- For travel allowance to be fully functional, record types 300, 500, and 600 are required. If time band rates are used by the rate feed, record type 200 is also required.

A single file may be used to import all data, or multiple files may be used for importing different record types. One multi-file approach would be to place configuration record types 500, 600, and if used 700/800 is one file. A second file would contain rate record types 300 and 200 if required. A final file would contain

the rate location mapping record type 400. Subsequent rate update files could contain record types 300 and 200 if required, 310, and possibly 400.

Basically, any import file approach is valid as long as the record type constraints listed above are observed.

File Naming Conventions

The import file name should be of the format "jobtype_entitycode_datetime". The travel allowance job type for a travel allowance import data file is "perdiem." If an entity has the code t0000123abcd, then the file name for a travel allowance import data file would be "perdiem_t0000123abcd_YYYYMMDDHHMMSS".

Import Settings Record

The Import Settings record is used to provide administrator-configurable settings that control how the travel allowance import will behave.

Settings Importer (Record Type 100)

This information **must** be included in the import. This record set defines the following:

Table 2: Data for record ID "SettingsImporter"

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	100	Y	This is a static numeric value always equal to 100. It indicates the Record Type.	
Error Threshold	integer greater than or equal to 0	Y	This field is no longer used but it cannot be omitted or left blank. Provide an integer greater than or equal to 0.	
Language Code	5 characters maximum (case insensitive)	Y	Specifies the language code of any localized text in the import file; this is used when performing lookups in the database and must match one of the languages supported by the database.	
TA Calculation Method Code	12 characters maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM _CODE.	

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Name	Definition	Req?	Description	Client Field Definition
TA Rate Feed Code	20 characters maximum (case insensitive)	Y	ALL travel allowance data being imported will be associated with this Rate Feed Code. If this Rate Feed Code does not exist in the CT_TA_RATE_FEED table, a new Rate Feed record will be created using this code using the TA Rate Feed Name and TA Time Band fields that follow.	
TA Rate Feed Name	60 characters maximum	N	The language for this name will be based on the Language Code specified in the Import Settings. When creating a new TA Rate Feed record, this is the name to associate with the Rate Feed Code. If not provided, the name will default to the Rate Feed Code. **NOTE:** This field need only be populated for a new rate feed. It will only be used when a new rate feed is created. On all subsequent imports, this field will be ignored.	
TA Time Band	Integer series Series of increasing integers starting with 0 and going up to a maximum of 1440. Must be in the following format 0-x-y-z.	N	These numbers define the boundaries *in minutes* between the time bands applicable during a 24-hour day for the rate feed. Once these are set for the rate feed and rates are imported, they cannot be changed. A new rate feed must be defined to implement a change to the time bands. Time bands are assessed by the system in the following manner: lower limit ≤ duration < upper limit **NOTES:** • The delimiter must be a hyphen ("-"). For example, a calculation method defines rates for the following time bands: 0 to 480, 480 to 840, and 840 to 1440 minutes. For this example, this field	

Name	Definition	Req?	Description	Client Field Definition
			would contain: 0-480-840 • This field need only be populated for a new rate feed whose TA Calculation Method uses time band rates. It will only be used when a new rate feed is created. On all subsequent imports, this field will be ignored. 📖 Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine how this value should be set.	
Rate Location Map Duplicate Handling	REPLACE/ IGNORE/ WARN Default of WARN (case insensitive)	N	Specifies how to handle the case where a record for the specified rate location already exists in the mapping table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing location code with the new location code for the rate location • **IGNORE:** *Do not* replace the existing location code; ignore the import record • **WARN:** *Do not* replace the existing location code; move the import record into the ignored record file and log a warning in the import's job run details	

Name	Definition	Req?	Description	Client Field Definition
Configuration Records Duplicate Handling	REPLACE/ IGNORE/ WARN Default of WARN (case insensitive)	N	When Configuration Importer, Configuration Map Importer, Import Percent Deduction Importer, and/or Amount Deduction Importer records are provided, specifies how to handle the case where a record already exists in its table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing record with the provided record • **IGNORE:** *Do not* replace the existing record; Ignore the import record • **WARN:** *Do not* replace the existing record; move the import record into the ignored record file and log a warning in the import's job run details	
Travel Allowance *REQUIRED* Rates The settings below are used by the Travel Allowance Rate Record importer (RateImporter) to validate that all required travel allowance rates are provided in the Travel Allowance Rates records. Setting these fields to 'Y' will result in a failed import if the corresponding field is not provided in the Travel Allowance Rate Record (RateImporter) import file. If the incidentals or any of the breakfast/lunch/dinner deductions can be determined from data existing in CT_TA_IMPORT_DEDUCT_PERCENT or CT_TA_IMPORT_DEDUCT_AMOUNT, it will be used if and only if the value is blank in the Travel Allowance Rate Record import record. **NOTE:** None of these fields has a default value. Each must be explicitly set. 📖 Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine how this value should be set. If data for the specific country's travel allowance has been added to either CT_TA_IMPORT_DEDUCT_PERCENT or CT_TA_IMPORT_DEDUCT_AMOUNT for use in calculating incidentals or any of the breakfast/lunch/dinner deductions, that data will be used in case the rate import file leaves those fields blank. Data in CT_TA_IMPORT_DEDUCT_AMOUNT will be used if it exists, and if it does not, data in CT_TA_IMPORT_DEDUCT_PERCENT will be used if it exists.				
Lodging Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	

Name	Definition	Req?	Description	Client Field Definition
Overnight Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Meals Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Incidentals Rate Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Breakfast Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Lunch Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Dinner Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Breakfast Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Lunch Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	
Dinner Benefit-In Kind Deduction Required	1 character Y or N (case insensitive)	Y	(See Travel Allowance Required Rates above)	

Name	Definition	Req?	Description	Client Field Definition
Custom Rate Required	1 character Y or N (case insensitive)	Y	**NOTE:** Custom rates are used by specific calculation methods for a particular purpose. 📖 Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if this field is required. It should be set to Y only for those specific countries that require it.	
Custom Rate 2 Required	1 character Y or N (case insensitive)	Y	See above description	
Custom Rate 3 Required	1 character Y or N (case insensitive)	Y	See above description	

Name	Definition	Req?	Description	Client Field Definition
Rate Records Duplicate Handling	REPLACE/ IGNORE (case insensitive)	N	When RateImporter and TimeBandRateImporter records are provided, this field specifies how to handle the case where a record already exists in its table for the specified rate feed. The following settings are used: • **REPLACE:** Replace the existing record with the provided record • **IGNORE:** Do not replace the existing record; Ignore the import record. A null value in this field is interpreted as IGNORE. It is recommended that the setting be IGNORE; REPLACE should only be used with caution. Files using REPLACE should contain *only* those records that need correction to avoid unintended updates. When processing a file with the REPLACE setting, the record is matched on rate location, rate type, effective date, and season start. Existing records found that match on these fields to a record in the import file will be updated with the new values from the import.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Code Deviating Name Handling	ERROR/RENAME (case insensitive)	N	Use this field to specify how to handle a condition where the RateImporter record is importing a Rate Location Code that conflicts with the existing version in the table. The new code may have a different Rate Location Name or Rate Location Country Sub-Division, and you may elect to either overwrite the existing version, or note in a log that the imported code deviates from the existing one. The following settings are used to tell the system how to handle the conflict: • **ERROR:** in case of a deviation log an error in the import's job run details and move the import record into the bad record file • **RENAME:** in case of a deviation rename the existing names with the new ones **NOTE:** A null value in this field is interpreted as ERROR.	
Future use fields 3-5		N	Reserved for future use	

Optional for the Import

The information provided in the following tables **may** be included in the import, as needed. For the best results, if the administrator wants to remove information from the import definition file, the administrator should "comment out" the lines instead of deleting them. The administrator can comment out any non-required fields. If the administrator does not want records of a certain type to be imported, the administrator should comment the entire record definition for that record type.

Travel Allowance Time Band Meal Rate Record

For those TA Calculation Methods that use time band rates, Travel Allowance Time Band Rate records are required. Since it is typical to have a common set of time band rates that are shared by multiple rate locations, it might be more convenient when creating the input file if these time band rate records are defined before the travel allowance rate records.

The time bands are defined in the 100 record for the rate feed and cannot be changed once rates have been imported. They are assessed by the system in the following manner and must be set accordingly:

lower limit ≤ duration < upper limit

The time band rate code is used to associate the appropriate time band rates to the correct travel allowance rate records by matching the time band rate code in the rate record. Travel allowance time band rate records are never updated or deleted. These records will have their start hours validated against this rate feed's time band definition in the CT_TA_TIME_BAND table.

Multiple Time Band Meal Rate records will exist having the same time_band_rate_code value. One record must be specified for each time band with the first time band having a start_hours = 0. For example, a calculation method defines rates for the following time bands: 0 to 480, 480 to 840, and 840 to 1440 hours.

The following rate records would be required for each set of rates:

TB_RATE_1, 0, 5.00

TB_RATE_1, 480, 7.50

TB_RATE_1, 840, 10.00

…

TB_RATE_x, 0, 6.00

TB_RATE_x, 480, 8.25

TB_RATE_x, 840, 11.00

NOTES:

- By definition, the meals rate for 24 hours is the meals rate in the Travel Allowance Rate Record (300 record).
- Rate values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

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Time Band Meal Rate Importer (Record Type 200)

Table 3: Data for record ID "TimeBandRateImporter"

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	200	Y	This is a static numeric value always equal to 200. It indicates the Record Type.	
Time Band Rate Code	20 characters maximum (case insensitive)	Y	The value for this field is selected by the person creating the import feed file. Any value may be used. This code is then used in the Travel Allowance Rates record to associate the appropriate time band records with the correct travel allowance rate records. This value is only used within the import process and is **not** saved anywhere.	
Start Hours	Integer between 0 and 1439, inclusive **NOTE:** Defined in minutes, not hours.	Y	Start Hours represent the number of minutes at the lower end of the time band. There **must** be one Time Band Meal Rates record that starts at 0. These start hour values must match exactly the time band start hours defined for this rate feed in CT_TA_TIME_BAND and initially loaded in the 100 record for the rate feed.	
Time Band Meals Rate	Numeric	Y	Rate must be specified in the Rate Location Currency.	

Travel Allowance Rate Record

The rate location is determined by the country code, the country sub-division, the location name, and the location code. The combination of these values uniquely defines a rate location for the current rate feed. These identical values must be used in all subsequent imports when adding rates with a new effective date.

NOTES:

- The country sub-division and the location name must be specified in the lang_code set in the import settings record. These records are only inserted as long as there does not already exist a rate for the specified rate location, rate type (G or C), season start, and effective date. Travel allowance rate records are never updated or deleted.

- Rate values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Travel Allowance Rate Importer (Record Type 300)

Table 4: *Data for record ID "RateImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	300	Y	This is a static numeric value always equal to 300. It indicates the Record Type.	
Rate Location Country Code	2 characters (case insensitive) **NOTE:** One empty country code is allowed per feed	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE. If country code is not provided, the rate location represents the default rate for all locations that are not explicitly provided - the "rate of last resort". There can only be one rate location per rate feed that has no country code. If the import file has more than one record with an empty country code, the last one processed will be used.	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	The country sub-division typically represents the state/province in which the rate location is located. To improve the chances of correctly matching rate locations to user selected itinerary locations, it is strongly recommended that the values match the CT_CTRY_SUBDIVISION_LANG.CTRY_SUB_CODE or the CT_CTRY_SUBDIVISION_LANG.NAME. The language for this name will be based on the language code specified in the Import Settings. **NOTES:** • For USGSA rates, the state codes must be of the form of "US-WA" rather than "WA" for Washington state. • This field is *required* if there is a value in the Rate Location Administrative Region Location field.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Administrative Region Location	48 characters maximum (case insensitive)	N	The administrative region typically represents the region/county in which the rate location is located. If Administrative Region has a value, then the Country Sub-Division field must also have a value. **NOTE:** As of October 2009, the US-GSA rates have standardized on *county* names. The language for this name is English.	
Rate Location Name	64 characters maximum (case insensitive)	N	The geographic location for which the travel allowance rate is valid. The language for this name will be based on the language code specified in the Import Settings. If **no** Rate Location Name is provided and: • Rate Location Country Sub-Division **is** provided, then the travel allowance rate becomes the default rate for the Rate Location Country Sub-Division. • **No** Rate Location Country Sub-Division is provided, then the travel allowance rate becomes the default rate for the Rate Location Country.	
Rate Location Currency Code	3 characters (case insensitive)	Y	Must be an existing code from CT_CURRENCY.ALPHA_ CODE or CT_CURRENCY.NUM_CODE. This currency code specifies the currency in which the travel allowance rates are specified for this rate location.	

Name	Definition	Req?	Description	Client Field Definition
Travel Allowance Rate Fields				
NOTE: OPTIONAL fields below are only optional from an import processing perspective. Fields marked as OPTIONAL may actually be REQUIRED by a particular travel allowance calculation method. The Travel Allowance REQUIRED Rates settings in the Import Settings record will ensure that individual rates are provided for each import file.				
NOTE: If the Meals Rate below is not provided, the Incidentals and Meals Deduction Rates will be ignored because they only have meaning for a specified Meals Rate.				
Rate Type	1 character (case insensitive)	Y	• **G:** government rates • **C:** company rates	
Effective Date	8 characters Must be in the following format: **YYYYMMDD**	Y		
Season Start	4 characters Must be in the following format: **MMDD**	N	**NOTE:** Default of 0101 if no value is provided	
Lodging Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Overnight Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Meals Rate	Numeric	N	Rate must be specified in the Rate Location Currency. When there are time bands associated with a Travel Allowance Rate record, this meals rate represents the rate for a full 24 hours.	
Incidentals Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Breakfast Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Lunch Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Dinner Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	

Name	Definition	Req?	Description	Client Field Definition
Breakfast Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Lunch Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Dinner Benefit-In-Kind Deduction Rate	Numeric	N	Rate must be specified in the Rate Location Currency.	
Custom Rate	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. 📖 Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	
Custom Rate 2	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. 📖 Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	

Name	Definition	Req?	Description	Client Field Definition
Custom Rate 3	Numeric	N	Rate must be specified in the Rate Location Currency. **NOTE:** Custom rates are used by specific calculation methods for a particular purpose. 📖 Locate and refer to the country-specific Travel Allowance Configuration Guide (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on) to determine if and how this field is used.	
Rate Location Code	5 characters (case insensitive)	N	Must be an existing code from CT_LOCATION.LOC_CODE. Note the following behavior: • If Rate Location Code has a value, then the Country Code field must be filled with the country code of the corresponding entry in CT_LOCATION. • If Rate Location Code has a value, then the Location Name field must also have a value. • If the Rate Location Code is not provided, the rate location is determined by using Country, State/Province, County (also known as "Administrative Region") and Location Name.	
Future use fields 2-5		N	Reserved for future use	
Time Band Rate Code	20 characters maximum (case insensitive)	Y *only* if rate feed uses time bands	📖 Refer to the Travel Allowance Time Band Meal Rate Record import definition above.	

Travel Allowance Expired Rate Record

The purpose of this record is to provide a means to "expire" the use of travel allowance rates for a specific rate location after a specified date. The travel

allowance rate having the latest effective date is effective indefinitely or until an updated rate record is added having a later effective date. For those cases where a rate location will no longer have a travel allowance rate, the effective end date needs to be changed from "indefinitely" to a specified date.

The rate location is determined by the country code, the country sub-division, and the location name. The combination of these three values uniquely defines a rate location for the current rate feed. These three values must match exactly the corresponding values in the Travel Allowance Rate Record and/or the CT_TA_RATE_LOCATION and CT_TA_RATE_LOC_LANG tables for these expiration records to be properly processed.

! **IMPORTANT:** Do not use this record type unless there is no new rate for the location. It should not be used in the case where a new effective date and rate will be loaded in a 300 record.

Travel Allowance Expired Rate Importer (trx_type 310)

Table 5: *Data for record ID "ExpiredRateImporter"*

Name	Definition	Req ?	Description	Client Field Definition
Transaction Type	310	Y	This is a static numeric value always equal to 310. It indicates the Record Type.	
Rate Location Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE	
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	The country sub-division typically represents the state/province in which the rate location is located. This field is only optional in the sense that it must be left empty if *and only if* the corresponding value in the Travel Allowance Rate Record and/or the CT_TA_RATE_ LOC_LANG table is also empty.	
Rate Location Administrative Region	48 characters maximum (case insensitive)	N	The administrative region that represents the region/county in which the rate location is located.	
Rate Location Name	64 characters maximum (case insensitive)	Y	The geographic location for which the travel allowance rate is valid.	

Name	Definition	Req ?	Description	Client Field Definition
Effective Through Date	8 characters maximum (case insensitive) Must be in the following format **YYYYMMDD**	Y	This is the date after which the rates for the specified rate location are no longer valid.	

Travel Allowance Rate Location Map Record

The purpose of this record is to provide a means to import location-to-rate location mapping records. These records are used by the rate location matching algorithm to fine tune the matching process. This feature is typically used to map multiple specific locations to a single travel allowance rate location that represents a metropolitan area where name matching will not work. These records are stored in the CT_TA_RATE_LOC_ LOCATION_MAP table and provide a means to map locations in the CT_LOCATION table with rate locations in the CT_TA_RATE_LOCATION table.

A single location may be mapped to one *and only one* rate location.

- A specific location code (LOC_CODE) may only be used in one 400 record within an import file or the rate import will fail.

- A new mapping for a location with an existing rate location map record will overwrite the previously-imported map record for that location.

The rate location is determined by the country code, the country sub-division, the administrative region (county), and the location name *in the first 4 fields*. The combination of these 4 values uniquely defines a rate location for the current rate feed. These 4 values must match exactly the corresponding values in the Travel Allowance Rate Record and/or the CT_TA_RATE_LOCATION and CT_TA_RATE_LOC_LANG tables for these map records to be properly created. The LOC_CODE identifies the city location that is to be mapped to the rate location.

  Refer to the **Rate Location Map Duplicate Handling** field in the Settings Importer for how existing map records are handled.

! **IMPORTANT:** If the mapping becomes invalid, it must be removed. A mapping will continue to be used in all cases until a record is loaded to remove that mapping.

Additional Location Issues

The 400 records are typically used for locations to bridge the difference between the rate location names – as published by the government – and actual city names.

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

  Example: Liverpool, UK

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

Options:

♦ Use the 400 record to map this city to a specific rate location. This relationship to the 300 record rate location is retained until modified or deleted so is not impacted by subsequent loads that update the rate (300 record) for that rate location.

♦ Enable the rate location override option that allows the user to select from the list of available rate locations for the country to override the system-selected rate location. This requires proactive change by the end user.

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

  Example: Yorktown Naval Weapons Station

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

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

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

  Example: Leesburg, VA

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

  Option: Add the location to the Concur Location list via the Shared Configuration Administrator, Locations function. Assign the correct county and state to any added US locations.

Travel Allowance Rate Location Map Importer (trx_type 400)

Table 6: *Data for record ID "RateLocationMapImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	400	Y	This is a static numeric value always equal to 400. It indicates the Record Type.	
Rate Location Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_ CODE.	

Name	Definition	Req?	Description	Client Field Definition
Rate Location Country Sub-Division	64 characters maximum (case insensitive)	N	Identifies the rate location record to map to the city location and must exactly match to the corresponding fields in the rate location 300 record. The country sub-division typically represents the state/province in which the rate location is located. This field is only optional in the sense that it must be left empty if **and only if** the corresponding value in the Travel Allowance Rate Record and/or the CT_TA_RATE_ LOC_LANG table is also empty.	
Administrative Region Name	48 characters maximum (case insensitive)	N	The administrative region typically represents the region/county in which the rate location is located. If Administrative Region has a value, then the Country Sub-Division field must also have a value. **NOTE:** As of October 2009, the US-GSA rates have standardized on *county* names. The language for this name is English.	
Rate Location Name	64 characters maximum (case insensitive)	Y	Identifies the rate location record to map to the city location and must exactly match to the corresponding fields in the rate location 300 record. The geographic location for which the travel allowance rate is valid.	
Location Code	5 characters maximum (case insensitive)	Y	The location code for the city location to be mapped to rate location name (above) and must be an existing code from CT_LOCATION.LOC_CODE.	

Name	Definition	Req?	Description	Client Field Definition
Delete Map	1 character Y or N (Default = N)	N	If set to Y, the existing map record will be removed from the system.	

Travel Allowance Configuration Record

> ! **IMPORTANT:** There are country-specific configuration guides available (for example, for Italy, US/GSA, Germany, Australia, Finland, and so on). They provide the details you need to configure travel allowance for the specific countries, based on the travel allowance requirements (rules) for those countries. ***Locate the country-specific configuration guide that you need and use it in conjunction with this document***.

These records are used to populate the CT_TA_CONFIG table. Values may be edited post-import via the Employee Configuration Administrator, **Travel Allowances** menu option.

📖   Refer to the **Configuration Records Duplicate Handling** field in Settings Importer for how existing records are handled.

NOTES:

- Optional fields below are only optional from an import processing perspective. Fields marked as *optional* may actually be *required* by a particular travel allowance calculation method.

- Percent values used in this record must be expressed as a number between 0 and 100 with up to 4 decimal places. For example, 5.25 percent would be expressed as 5.25 and *not* as 0.0525.

Travel Allowance Configuration Importer (trx_type 500)

Table 7: *Data for record ID "ConfigImporter"*

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	500	Y	This is a static numeric value always equal to 500. It indicates the Record Type.	

Name	Definition	Req?	Description	Client Field Definition
TA Config Code	20 characters maximum (case insensitive)	Y	*All* travel allowance configuration data being imported will be associated with this TA Config Code. If this TA Config Code does not exist in the CT_TA_CONFIG table, a new TA Config record will be created. If it does exist, the SettingsImporter config_dupe field will determine how to handle this record. This TA Config Code must be used in subsequent imports in order to replace existing configurations with updated values. This TA Config Code must also be used when importing Travel Allowance Configuration Map Records used to associate employees with a particular configuration.	
TA Config Name	60 characters maximum (case insensitive)	N	The language for this name will be based on the Language Code specified in the Import Settings. When creating a new TA Config record, this is the name to associate with the TA Config Code. If not provided, the name will default to the TA Config Code.	
TA Config Link Text	100 characters maximum (case insensitive)	N	The language for this link text will be based on the language code specified in the Import Settings. If provided, this is the text that will be displayed in the Rate Location Helper for the TA Config Link URL (next field). **NOTE:** Not used in Travel & Expense.	
TA Config Link URL	255 characters maximum (case insensitive)	N	If provided, this URL will be placed on the Rate Location Helper. If TA Config Link Text is provided (previous field), that text will be displayed to the user for this URL. **NOTE:** Not used in Travel & Expense.	

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Name	Definition	Req?	Description	Client Field Definition
Travel Allowance Type Fields				
Meals and Lodging travel allowance types must be specified in the two fields below. They must be one of the following codes: • **NOT_USED:** Allowance is not used in this configuration • **FIXED:** Fixed Allowance • **RA_NO_LIMIT:** Reimbursable Allowance/No Limit • **RA_LIMIT:** Reimbursable Allowance/Limit **NOTES:** (1) Either meals or lodging may be marked as NOT_USED, but BOTH CANNOT be marked as NOT_USED. (2) If both meals and lodging are set to a Reimbursable Allowance type, they must use the same type. (3) If combine_meals_and_lodging_rate (below) is set to Y, meals and lodging types must both be a Reimbursable Allowance type and they must be the same!				
Meals Travel Allowance Type	12 characters maximum (case insensitive)	Y		
Lodging Travel Allowance Type	12 characters maximum (case insensitive)	Y		
Combine Meals and Lodging Rates	1 character maximum Y or N (case insensitive)	Y		
Government and Company Rates Types	4 characters maximum (case insensitive)	Y	• **GOVT:** Government rates only are used • **COMP:** Company rates only are used • **BOTH:** Both Government and Company rates only are used	
Deduct for Provided Meals	1 character maximum Y or N (case insensitive)	Y		
Provided Meal Deduction List (formerly Benefit in Kind Meals Deductions)	2 character maximum Y, N, BK, or DE (case insensitive)	Y	Deduct for Provided Meals (above) must be Yes as well. Y or BK = use the Benefit in Kind list DE = use the Germany list	

Name	Definition	Req?	Description	Client Field Definition
Default Breakfast to Provided	1 character maximum Y or N (case insensitive)	Y		
User Entry of Breakfast Amount	1 character maximum Y or N (case insensitive)	Y	If Yes, then Deduct for Provided Meals must be Yes as well.	
User Entry of Rate Location	1 character maximum Y or N (case insensitive)	Y		
Use Overnight	1 character maximum Y or N (case insensitive)	Y		
Display Company and Government Limit Comparison	1 character maximum Y or N (case insensitive)	Y	If Yes, then Government/Company Rate Type must be set to BOTH.	
Use Standard and Allowance Expenses Exception (Double Dip Check)	1 character maximum Y or N (case insensitive)	Y		
Same day	4 character	Y	Options: • **NONE:** Itineraries cannot share a date • **SHAR:** Separate – Each itinerary calculates its allowances independently. • **CUMU:** Cumulative – The hours from both itineraries are included in the rate calculations for the day	
Itemize fixed meals	1 character maximum Y or N (case insensitive)	Y	Itemize any fixed meals expenses to show gross allowance and any adjustments as separate itemizations	

Concur Expense: Travel Allowance Import XML V3 Specification

Name	Definition	Req?	Description	Client Field Definition
Display base meals rate	1 character maximum Y or N (case insensitive)	Y	For Fixed allowances, show the base meals rate for the day in additional to the final allowance amount	
Use lodging type	1 character maximum Y or N (case insensitive)	Y	Show a list of lodging types for user selection.	
Use percent rule	1 character maximum Y or N (case insensitive)	Y	Show a user entry column for the user to indicate whether or not the percentage rule should be applied to the day	
Use extended trip rule	1 character maximum Y or N (case insensitive)	Y	Show a user entry column for the user to indicate whether or not the day is an extended trip day.	
Future use fields 1-5		N	Reserved for future use	
Delete TA Config	1 character maximum Y or N (Default = N) (case insensitive)	N	If Yes, the existing TA Config record will be soft-deleted.	

Travel Allowance Configuration Map Record

Travel Allowance Configuration Map Records define the mechanism for mapping employees to specific Travel Allowance Configuration Records. Multiple map records may point to the same configuration record. Segment values, if used, must begin in segment_value_1 and continue consecutively as far down the segment value list as required. There may **not** be any gaps in the segment value fields.

The combination of ctry_code and all segment values represents a single employee group and must be unique.

The employee profile fields that are compared to the configuration map record segment values are defined in the Travel Allowance Hierarchy. Note that *country* is implicitly defined as level 0 for this hierarchy and must be defined in the mapping records.

Travel Allowance Configuration Map Importer (trx_type 600)

Table 8: Data for record ID "ConfigMapImporter"

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	600	Y	This is a static numeric value always equal to 600. It indicates the Record Type.	
TA Config Code	20 characters maximum (case insensitive)	Y	This TA Config Code must exist in the CT_TA_CONFIG table.	
Employee Country Code	2 characters maximum (case insensitive)	Y	Must be an existing code from CT_COUNTRY.CTRY_CODE.	
Segment Value 1 – Segment Value 10	48 characters maximum (case insensitive)	N	**NOTE:** If a segment field is configured as a list or connected list, use the ***short code*** for the list item in the import record.	
Use configuration selections	1 character maximum Y or N (case insensitive)	N	Enable the user to change the default configuration on itinerary creation. Default value is N	
Future use fields 1-5		N	Reserved for future use	
Delete TA Config Map	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing TA Config Map record will be hard-deleted.	

Travel Allowance Import Percent Deduction Record

These records are used to populate/update the CT_TA_IMPORT_DEDUCT_PERCENT table. This data is ***only*** used by the travel allowance importer when processing Travel Allowance Rate Records.

This data, if it exists, will be used to populate incidentals and meals deductions for each Travel Allowance Rate Record where its value is not provided explicitly in the 300 record and where a corresponding Travel Allowance Amount Deduction Record is not available. The deduction amount is calculated by multiplying the total meals amount in the 300 record (meals_rate, typically inclusive of both meals and incidentals) by the specified percentage.

NOTE: Meals are considered to be a set of Breakfast, Lunch, and Dinner for the deduction. If any meal amount is defined in the 300 rate record from a set of meals, than all values for that set are taken from the 300 record. One set is the provided meal deduction amount and the other is the provided BIK meal deduction amount

 📖 Refer to the **Configuration Records Duplicate Handling** field in the Settings Importer for how existing records are handled.

NOTE: Percent values used in this record must be expressed as a number between 0 and 100 with up to 4 decimal places. For example, 5.25 percent would be expressed as 5.25 and NOT as 0.0525.

Travel Allowance Import Percent Deduction Importer (trx_type 700)

Table 9: Data for record ID "DeductPercentImporter"

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	700	Y	This is a static numeric value always equal to 700. It indicates the Record Type.	
TA Calculation Method Code	12 character maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM_CODE.	
Domestic	1 character maximum Y or N (case insensitive)	Y	If set to Y, the record is for domestic deductions. If set to N, the record is for international deductions.	
Incidentals Percent	Numeric	N		
Breakfast Deduction Percent	Numeric	N		
Lunch Deduction Percent	Numeric	N		
Dinner Deduction Percent	Numeric	N		
Breakfast BIK Deduction Percent	Numeric	N		

Name	Definition	Req?	Description	Client Field Definition
Lunch BIK Deduction Percent	Numeric	N		
Dinner BIK Deduction Percent	Numeric	N		
Delete Deduction Percent	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing Deduction Percent record will be hard-deleted.	

Travel Allowance Import Amount Deduction Record

These records are used to populate/update the CT_TA_IMPORT_DEDUCT_AMOUNT table. This data is ONLY used by the travel allowance importer when processing Travel Allowance Rate Records.

This data, if it exists, will be used to populate incidentals and meals deductions for each Travel Allowance Rate Record where its value is not provided explicitly in the 300 record.

NOTE: Meals are considered to be a set of Breakfast, Lunch, and Dinner for the deduction. If any meal amount is defined in the 300 rate record from a set of meals, than all values for that set are taken from the 300 record. One set is the provided meal deduction amount and the other is the provided BIK meal deduction amount.

📖   Refer to the **Configuration Records Duplicate Handling** field in the Settings Importer for how existing records are handled.

NOTE: Amount values used in this record must be expressed as a number greater than or equal to 0 with up to 4 decimal places.

Travel Allowance Import Amount Deduction Importer (trx_type 800)

Table 10: Data for record ID "DeductAmountImporter"

Name	Definition	Req?	Description	Client Field Definition
Transaction Type	800	Y	This is a static numeric value always equal to 800. It indicates the Record Type.	

Concur Expense: Travel Allowance Import XML V3 Specification

Name	Definition	Req?	Description	Client Field Definition
TA Calculation Method Code	12 character maximum (case insensitive)	Y	Must be an existing code from CT_TA_CALC_METHOD.CM_C ODE.	
Domestic	1 character maximum Y or N (case insensitive)	Y	If set to Y, the record is for domestic deductions. If set to N, the record is for international deductions.	
Deduction Amount Currency Code	3 characters maximum (case insensitive)	Y	This currency code specifies the currency in which the deductions are specified for this record. Must be an existing code from CT_CURRENCY.ALPHA_CODE or CT_CURRENCY.NUM_CODE.	
Meals Lookup Rate	Numeric	Y	Corresponds to the Meals Rate in the Travel Allowance Rate record. Rate must be specified in the Deduction Amount Currency Code (above).	
Incidentals Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Breakfast Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Lunch Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Dinner Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Breakfast BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Lunch BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	
Dinner BIK Deduction Amount	Numeric	N	Amount must be specified in the Deduction Amount Currency Code (above).	

Name	Definition	Req?	Description	Client Field Definition
Delete Deduction Amount	1 character maximum Y or N (Default = N) (case insensitive)	N	If set to Y, the existing Deduction Amount record will be hard-deleted.	

Section 6: Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Support to move the import data file to Concur.

New clients have travel allowance imports set up as part of implementation. Existing clients who want to use this import must contact Concur Client Support for assistance.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Section 7: Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the travel allowance information has been updated. The changes are immediately available to users.

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