Concur Expense: Travel Allowance Denmark Statutory Bundle

Setup Guide

Last Revised: May 20, 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
May 20, 2022	Addition of the Show Filters feature on the **Adjustments** page that supports setting recurring dates for repeated travel.
February 16, 2022	Removed unused rule options from the **Viewing the statutory rate bundle** section
July 19, 2021	Added new rule option: • 24-hour interval, restarting at each border crossing and restarting the day count Added new rule and its options: • (rule) Day for exchange rate • (option) Current daily exchange rate • (option) Exchange rate on the first day of the itinerary Minor style edits.
January 22, 2021	Updated instances of the **Statutory rates, Denmark** page (**Rates** tab) Added new setting: **Rounding to Full Amount**
December 5, 2020	Created new guide for the travel allowance solution available with the NextGen UI for Concur Expense

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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

This document provides country-specific template information about the SAP Concur-managed, statutory bundle for Denmark.

! **IMPORTANT:** This guide is a ***supplement*** to the *Expense: Travel Allowance Setup Guide* which contains essential information about the travel allowance feature.

Clients who use the statutory bundle for Denmark, but also want to supersede some of the statutory rates, may also create configurable bundles.

📖 For more information about client-managed bundles, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

Section 3: What the User Sees

This section uses the most common method of reimbursement in Denmark – *daily* allowances for meals and *actual* expenses for lodging.

Creating an Expense Report

When the travel allowance feature is available to a user, after the user completes the header on a new expense report, they are prompted for itinerary and adjustment information.

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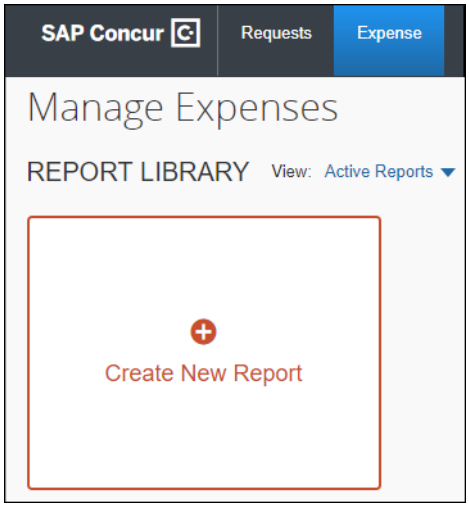
To create an expense report:

1. From Concur Expense, click **Create New Report**.



NOTE: There are other valid paths to start a new expense report.

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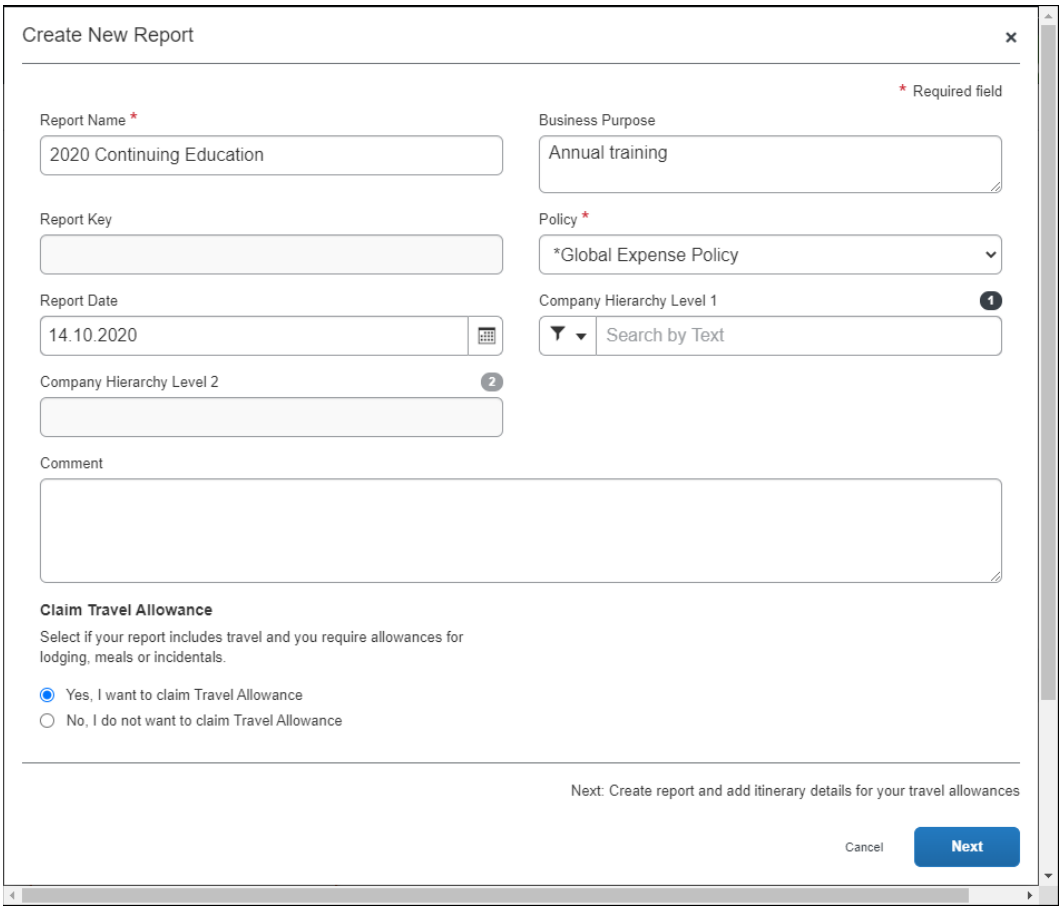
2. On the **Create New Report** page, commonly referred to as the report header, complete all required fields. An asterisk indicates a required field.



NOTE: The policy selected may impact which fields displayed.

NOTE: When claiming travel allowance is available to the user, **Yes, I want to claim Travel Allowance** is selected by default.

3. Click **Next** to create the expense report and display the **Itinerary** page.

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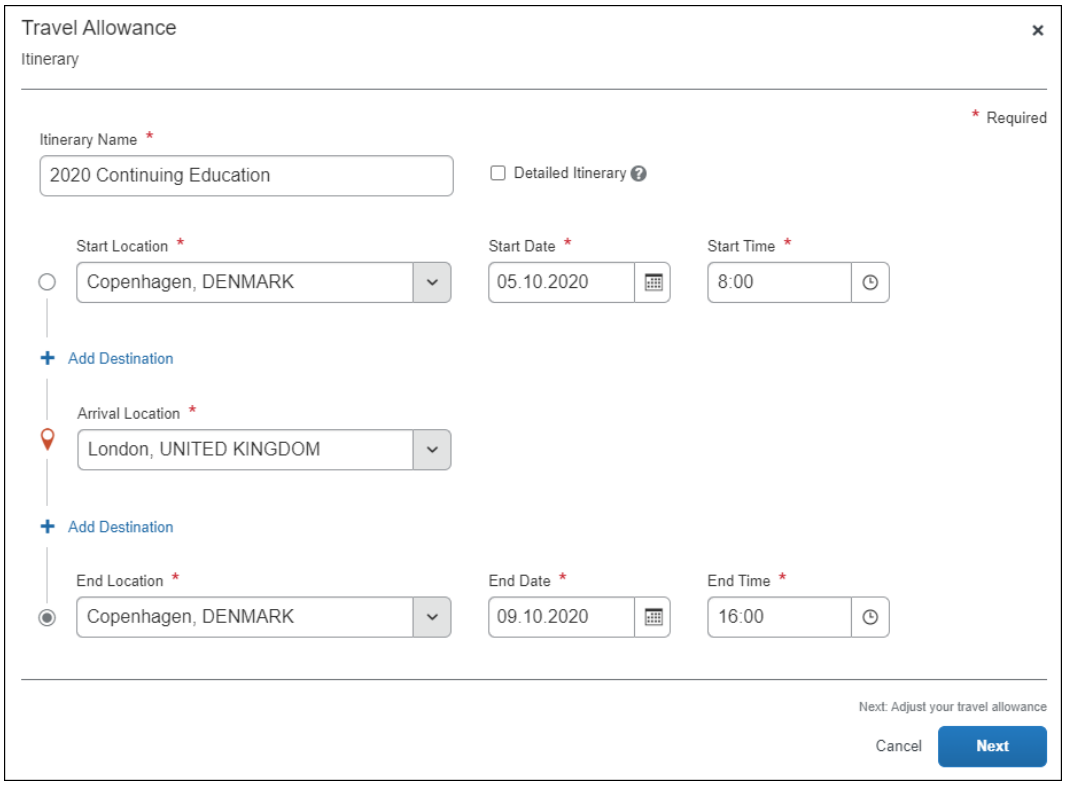
4. On the **Itinerary** page, complete all required fields. An asterisk indicates a required field.

   Without **Detailed Itinerary** selected:



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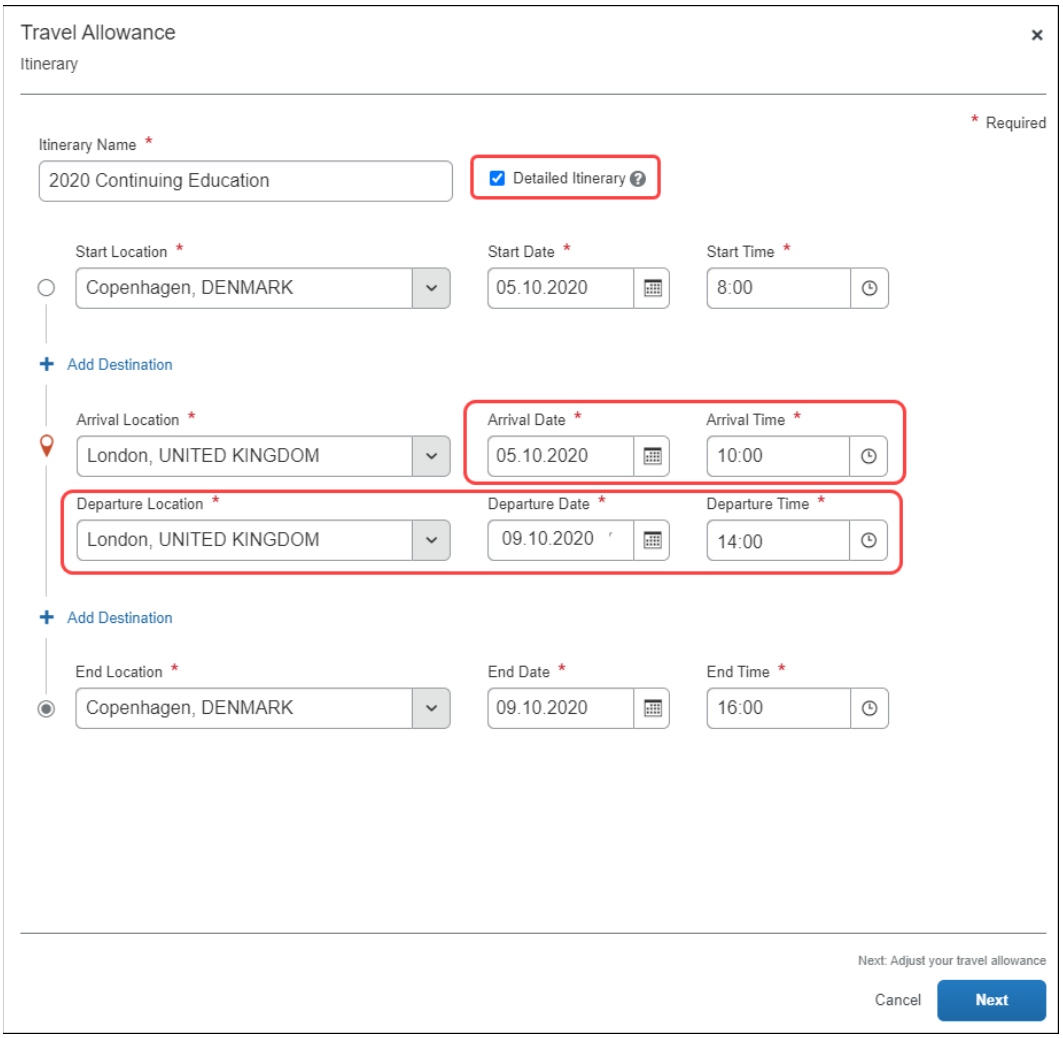
Additional required fields display when **Detailed Itinerary** is selected:



The following table shows the fields and their descriptions. An asterisk indicates a required field.

Field/Option	Description
Itinerary Name *	Enter an itinerary name or use the default name provided that matches the **Report Name**.
Detailed Itinerary	Select this option to display five additional fields: • Arrival Date * • Arrival Time * • Departure Location * • Departure Date * • Departure Time * **NOTE:** These fields are required when **Detailed Itinerary** is selected.

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Field/Option	Description
Start Location *	Enter the first few letters of the origination city for this itinerary and select it from the list of cities.
Start Date *	Enter a beginning month, day, and year for the time period covered by this itinerary.
Start Time *	Enter a beginning hour and minutes for the time period covered by this itinerary.
Add Destination	Click **Add Destination** to display another set of location fields to this itinerary. This option displays twice for convenience.
Arrival Location *	Enter the first few letters of the destination city and select it from the list of cities.
Arrival Date *	Enter the beginning month, day, and year of your time at this **Arrival Location**.
Arrival Time *	Enter the beginning hour and minutes of your time at this **Arrival Location**.
Departure Location *	Enter the first few letters of the last location at this **Arrival Location** and select it from the list of cities.
Departure Date *	Enter the month, day, and year that you left the **Departure Location**.
Departure Time *	Enter the hour and minutes that you left the **Departure Location**.
End Location *	Enter the first few letters of the final city for this trip and select it from the list of cities.
End Date *	Enter a ending month, day, and year for the time period covered by this itinerary.
End Time *	Enter an ending hour and minutes for the time period covered by this itinerary.

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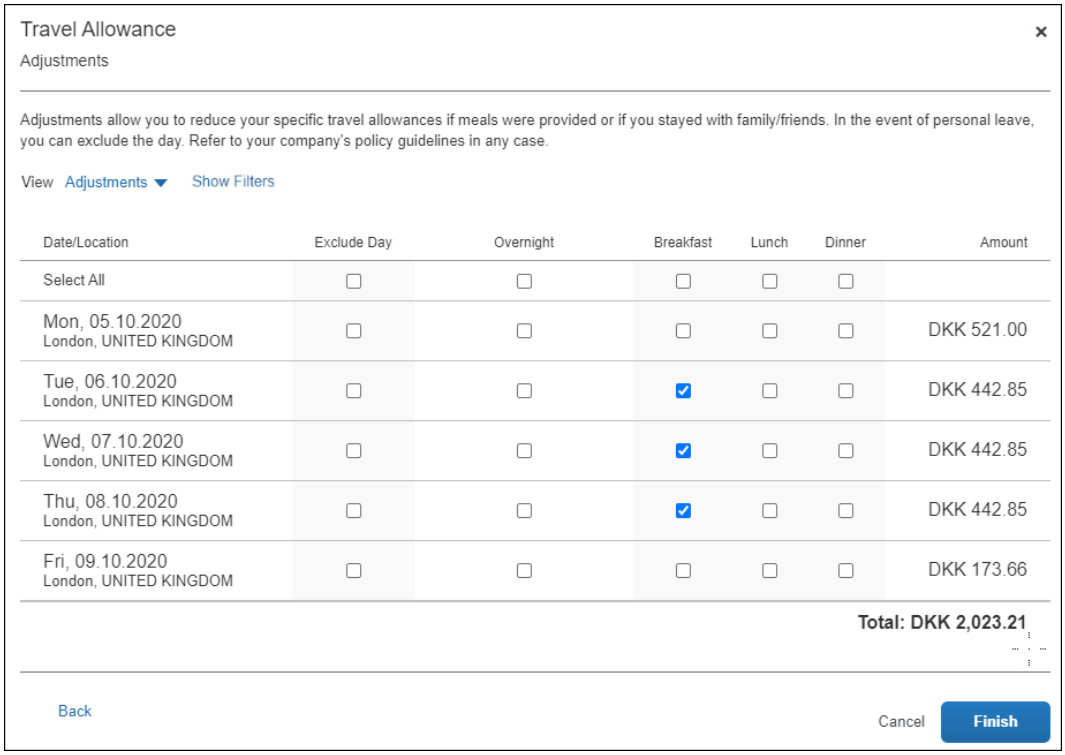
5. Click **Next** to save the itinerary and display the **Adjustments** page.

Adjustments (view)

This is the default view where a user can see a row for each calculated daily allowance and select provided meals and claim overnight stays that do not have a receipt, such as when staying with a friend.



In this sample instance:

- If you select **Show Filters** the following options become available.

Field/Option	Description
Date Range	Enter the beginning and ending of the travel either in MM/DD/YYYY format, or by selecting the calendar icon to input these values by selecting the month(s) and days.

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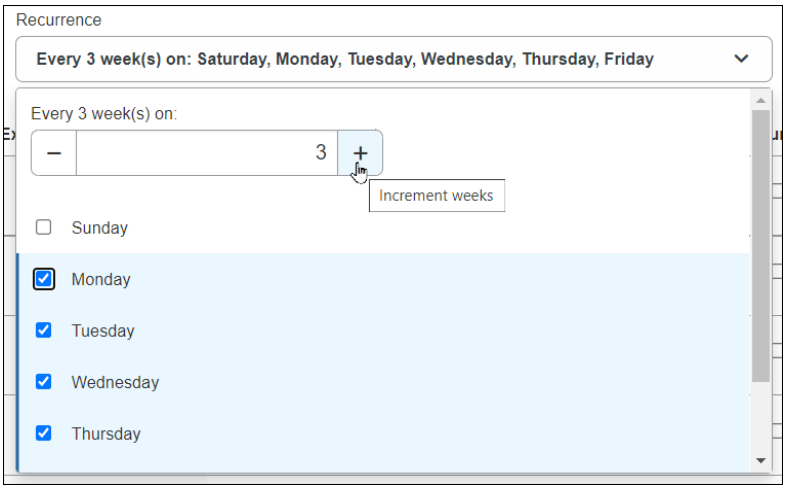
Field/Option	Description
Recurrence	Set how often this same travel occurs by the number of weeks and the days for each week that you travel, for example every 3 weeks from Monday through Friday. 
Location	The travel destination where you will spend your trip.
Apply / **Clear Filters** buttons	Click **Apply** to set the configured trip, or reset the filter entirely by clicking **Clear Filters**.
Hide Filters button	Click **Hide Filters** to dismiss the filter options and return to the non-filter view of this page.

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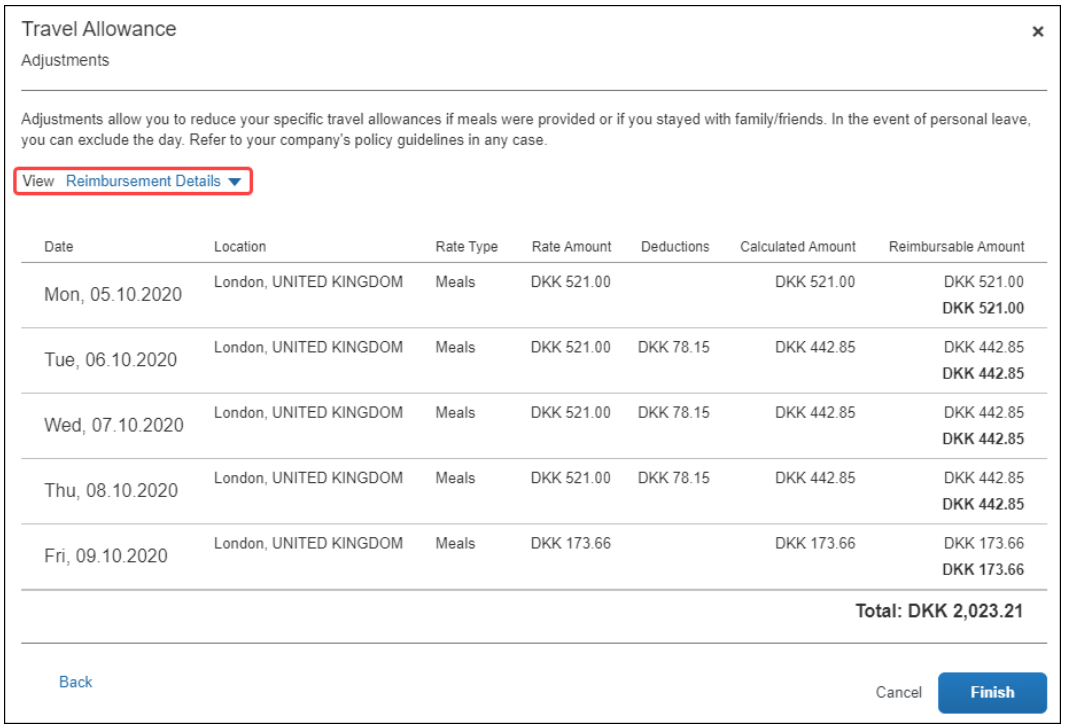
Reimbursement Details (view)

This view shows details for the adjustments based on what the user selected for provided meals and Overnight together with original rate amounts, any deductions for the day, and total reimbursable amounts.



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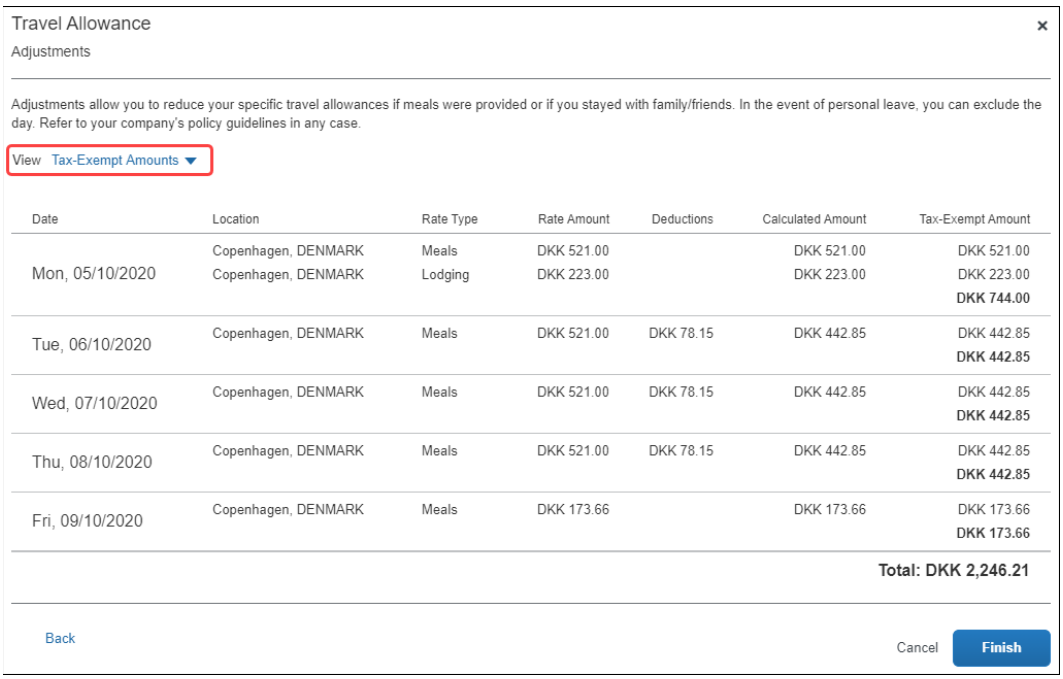
Example Tax-Exempt Amounts (view)

This view only displays for configurations that include both the statutory rate bundle and a configurable rate bundle where the amounts differ. The difference is tracked as taxable to the user. Users can compare the amount on the **Adjustments** page with the tax-exempt amount on this page to know how much of their daily allowance is taxable.

Example



The following table shows the fields and their descriptions. An asterisk indicates a required field.

Column	Description
Exclude Day	Select this check box to mark a date as personal time and therefore not elibigle for travel allowance benefits. **NOTE:** There is a **Select All** check box available for this column.
Overnight	If configured for your company, and selected, the system will add an amount to the calculated meals rate if you stayed overnight, but do not have a (hotel or similar) receipt for the purpose of purchasing a gift for the host.
Breakfast	Select this check box to mark the meal as provided and therefore not eligible for travel allowance benefits. **NOTE:** Provided meals reduce the daily allowance total shown in the **Amount** column. **NOTE:** There is a **Select All** check box available for this column.

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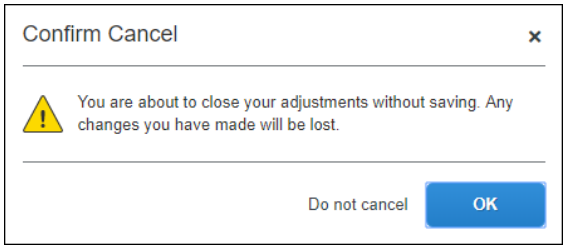
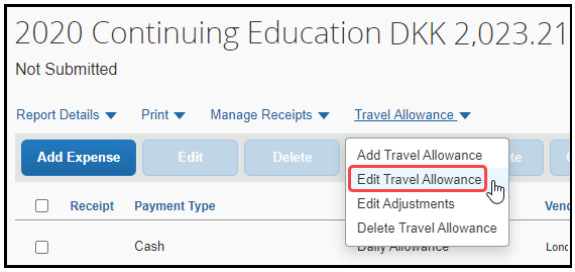
Column	Description
Lunch	Select this check box to mark the meal as provided and therefore not eligible for travel allowance benefits. **NOTE:** Provided meals reduce the daily allowance total shown in the **Amount** column. **NOTE:** There is a **Select All** check box available for this column.
Dinner	Select this check box to mark the meal as provided and therefore not eligible for travel allowance benefits. **NOTE:** Provided meals reduce the daily allowance total shown in the **Amount** column. **NOTE:** There is a **Select All** check box available for this column.

6. (Optional) Click **Back** to edit the itinerary page.

7. (Optional) Click **Cancel** to close the adjustments page without saving your selections.



NOTE: The expense report is not deleted and the itinerary and allowances can be edited later by selecting **Travel Allowance > Edit Travel Allowance Itinerary or Edit Travel Allowance Adjustments**.



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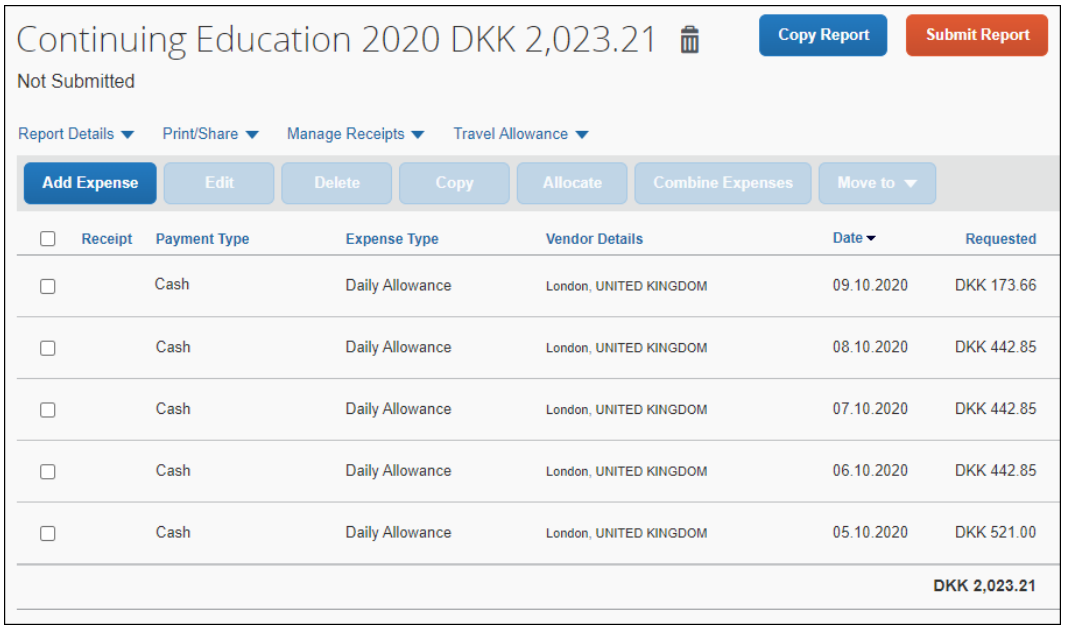
8. Click **Finish** to create the daily allowances and display the expense report.



It is important to understand the following about system-created expenses:

- As applicable, daily allowance expenses are assigned the default expense type of **Daily Allowance** or **Daily Allowance (Lodging)**.
- If there are both meals and lodging allowances on the same day, an expense is created for each expense type for each day.
- If rate information is changed *after* the daily allowance expenses have been created, the amounts are not updated unless the user returns to the adjustments page and clicks **Finish** again.
- If the actual meals expenses are imported through the company card import but the user was reimbursed with daily allowances, then the user should mark the imported meals expenses as provided.

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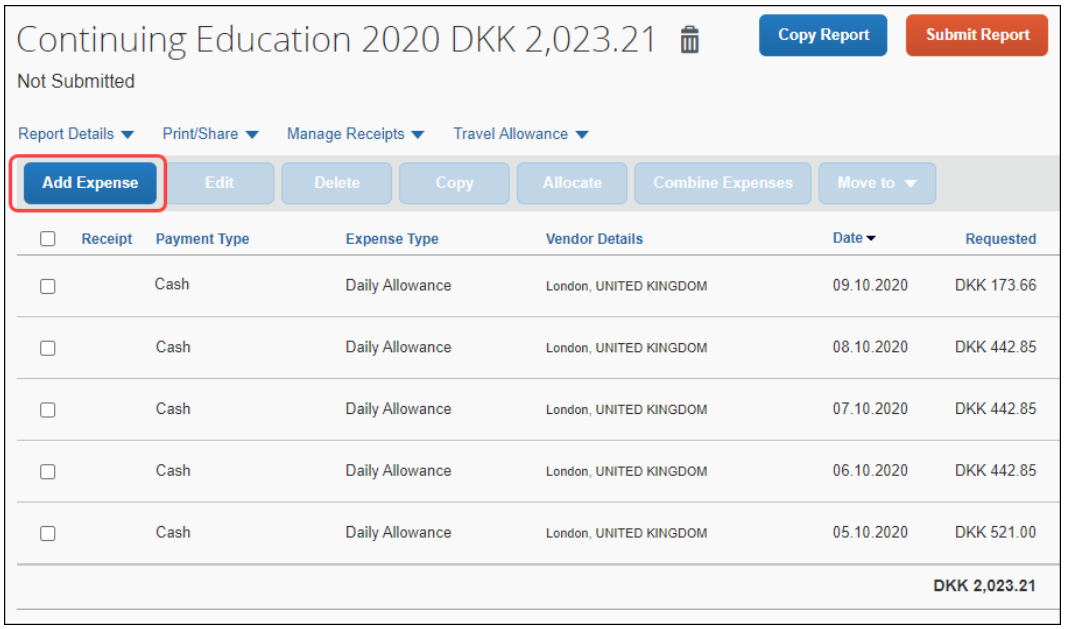
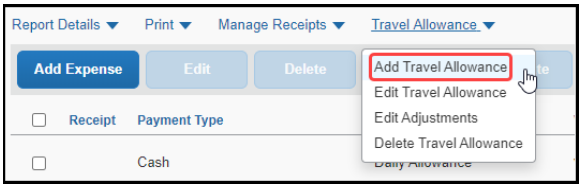
9. Click **Add Expense** to add actual expenses. This step is not specific to the travel allowance feature and is accomplished in the same manner that is used to add non-travel allowance expenses to an expense report.



Adding Additional Itineraries to an Expense Report

To add additional itineraries to an expense report

1. Open the expense report and click **Travel Allowance > Add Travel Allowance**. The **Travel Allowance** wizard begins again from the **Itinerary** page.



NOTE: There is no restriction on the number of itineraries that may be associated with an expense report.

2. Complete the wizard and click **Finish**.

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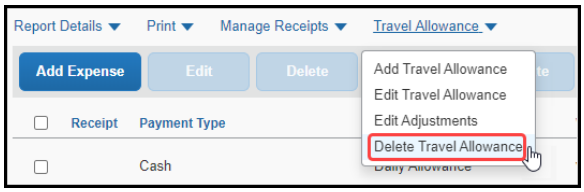
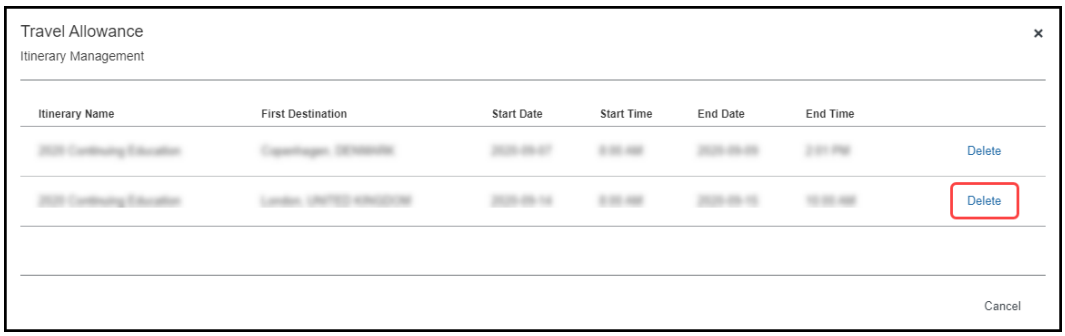
Deleting an Itinerary from an Expense Report

To delete an itinerary from an expense report

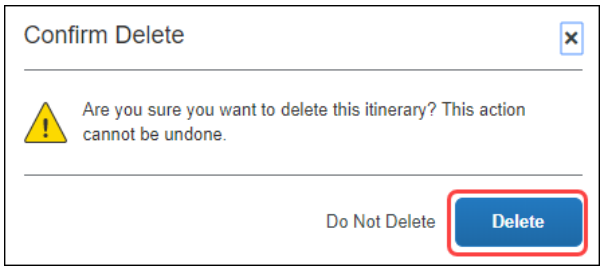
1. Open the expense report and click **Travel Allowance > Delete Travel Allowance**.



2. On the **Itinerary Management** page of the **Travel Allowance** wizard, in the desired row, click **Delete**.



3. Click **Delete**.



Section 4: View the Denmark Statutory Bundle

A bundle is a set of rates. The simplest initial configuration of the travel allowance feature uses the statutory rate bundle provided by SAP Concur to create a configuration code.

- A **Rate Bundle** consists of rate types, calculation rules, trip types, meal types, lodging types, rates, deductions, and adjustments. SAP Concur provides statutory bundles based on current data available from each country's government.

  Administrators may create their own configurable bundles to supersede the provided statutory bundles.

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For more information about creating a (configurable) copy of an SAP-provided (read-only) statutory bundle, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

- A **Configuration Code** consists of a statutory and/or a configurable **Rate Bundle**.

For more information about enablement, hierarchy, mappings, configuration codes, and optional configuration, refer to the *Expense: Travel Allowance Setup Guide*.

Accessing the Travel Allowance Configuration Page

To access the Travel Allowance Configuration page:

- Click **Administration > Expense > Travel Allowance Configuration**.

Viewing a Statutory Rate Bundle

To view a statutory rate bundle:

1. On the **Travel Allowance Configuration** page, click **Rate Bundles**. The **Rate Bundles** page displays.
2. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🖹).

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The **View Rate Bundle** page displays.

NOTE: All statutory bundles are read-only.

3. Click **View** (🖹) on the **Rate Types**, **Trip Types**, **Meal Types**, or **Lodging Types** to display the desired details such as codes, descriptions, rate categories, and calculation rules.

   📖 For more information about optional configuration for expense types, refer to the *Expense: Travel Allowance Setup Guide*.

4. Click **Back**.

5. Click **View contents** (☰).

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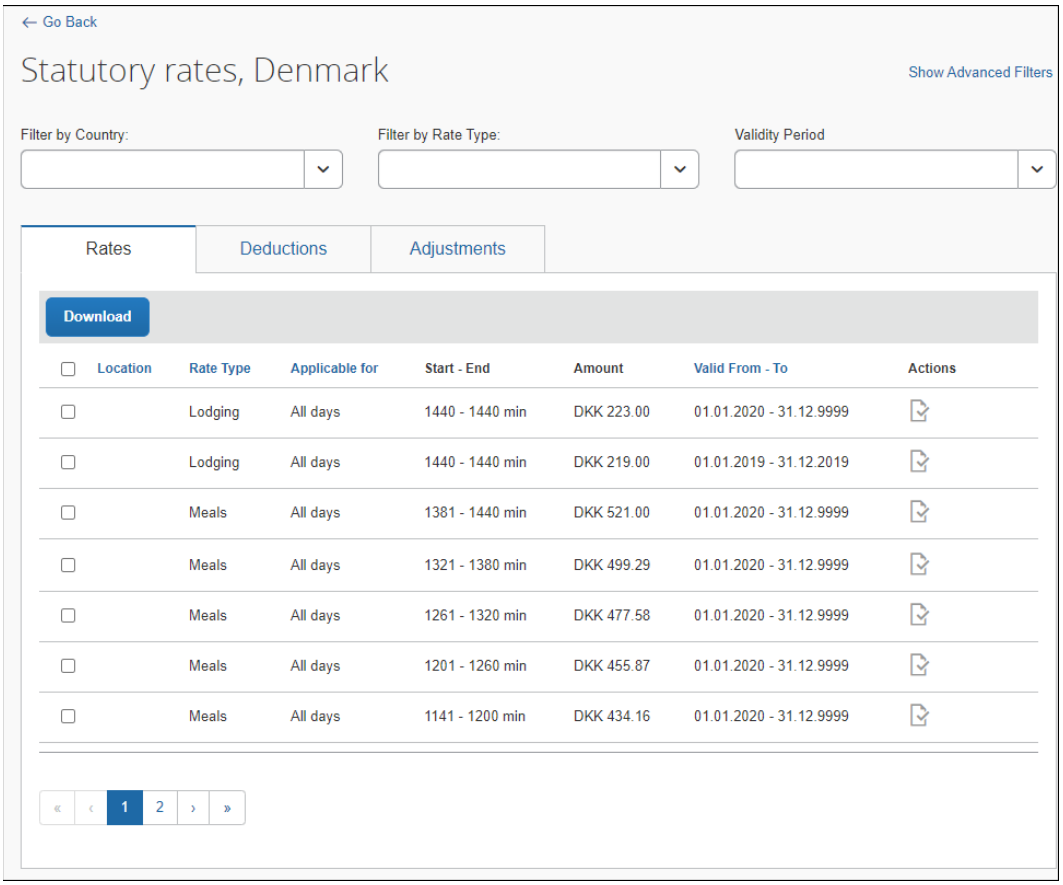
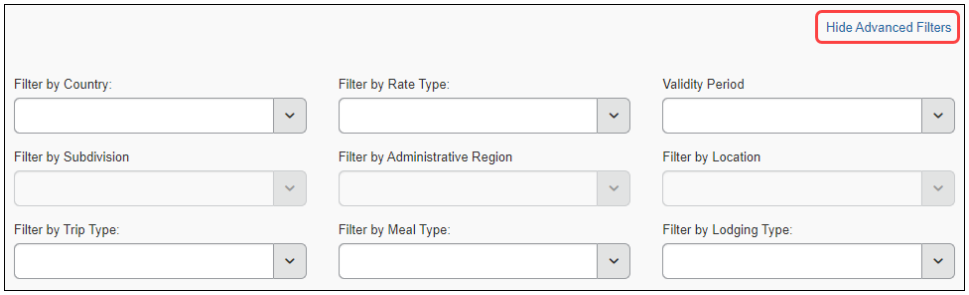
The **Statutory rates, Denmark** page displays.



6. Click **View** (🖹) on the **Rates**, **Deductions**, and **Adjustments** tab along with the filters to display the desired details.

NOTE: Click **Show Advanced Filters** to display more filters.



Show Advanced Filters toggles to and from **Hide Advanced Filters**.

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Viewing the Contents of the Statutory Rate Bundle

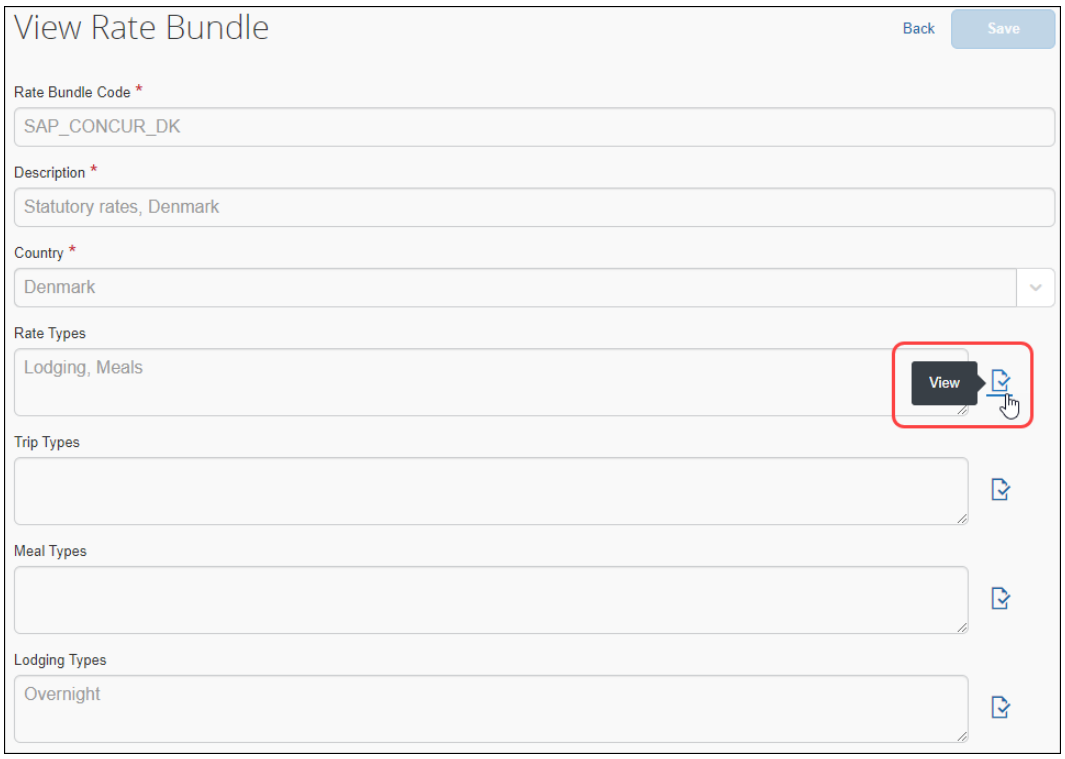
Viewing Rate Types and Calculation Rules (Lodging and Meals)

Rate Bundles contain **Rate Types** and **Rate Types** contain calculation rules.

To view the rate types:

1. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🗎).

2. On the **View Rate Bundle** page, click **View** (🗎) on the **Rate Types**.



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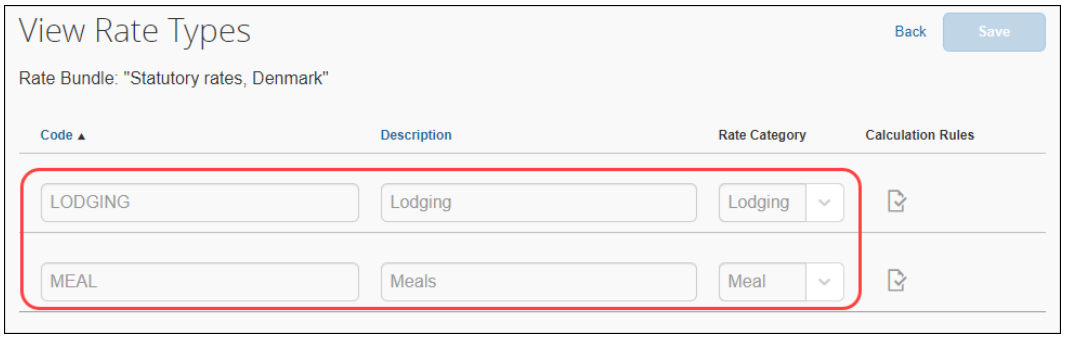
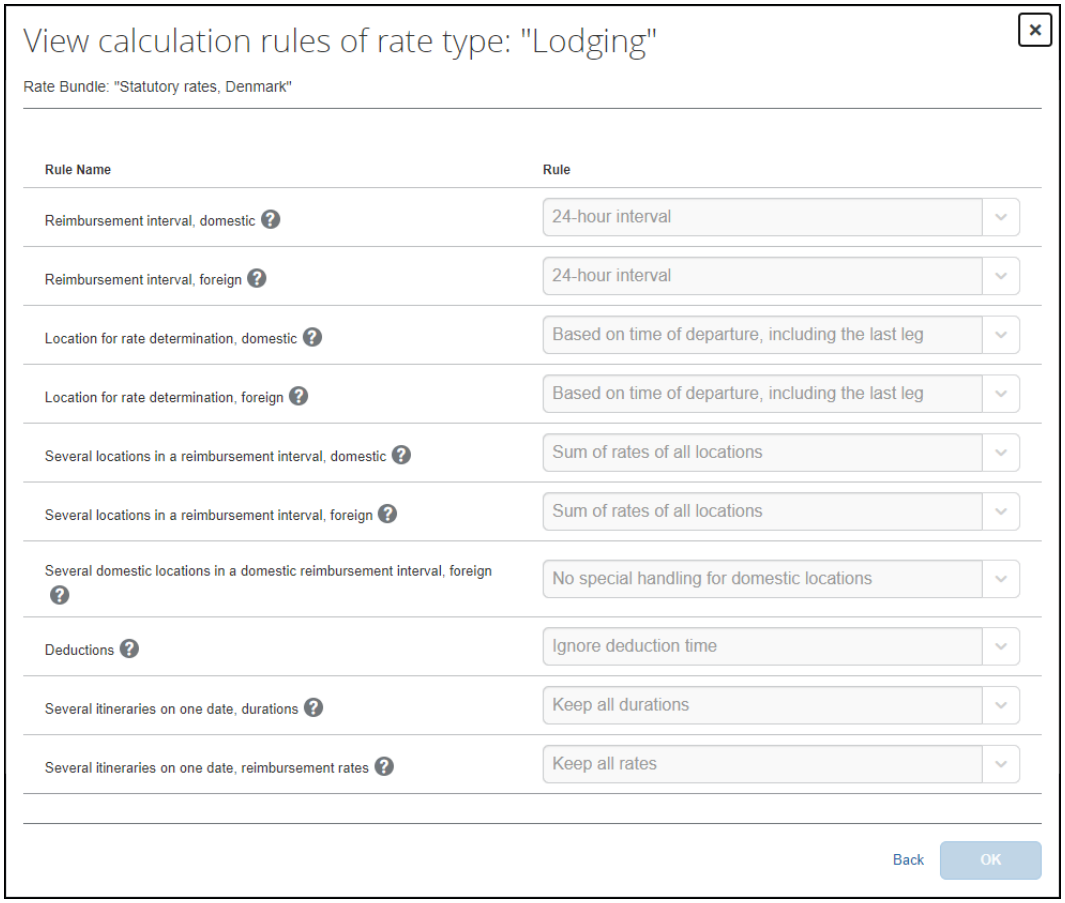
The **View Rate Types** page displays.



3. Click **View** (📝) on the desired row. The calculation rules display.

NOTE: The following example graphic shows the rules for the **Lodging** rate category. The default **Rule** selected depends on the **Rate Category** being viewed.

Lodging



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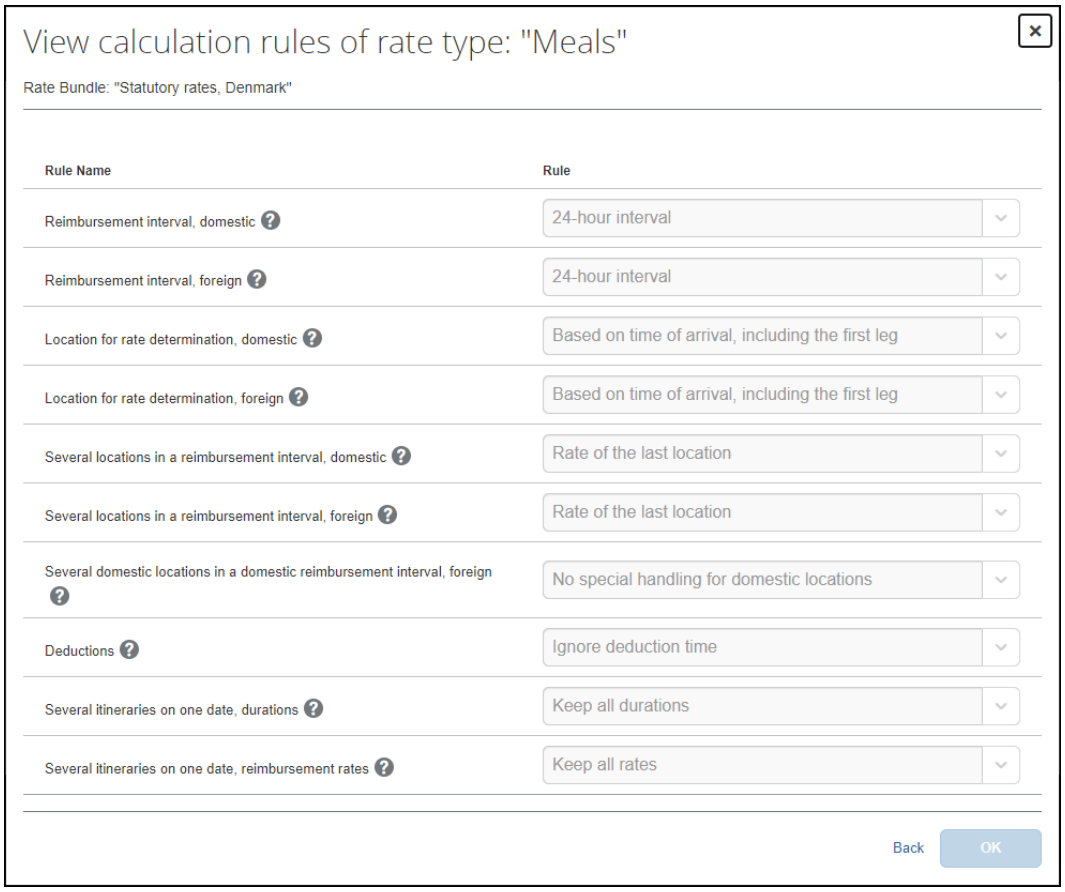
Meals



The following table shows the read-only values that exists in the statutory bundle for rate types and calculation rules ***and also the possible options*** in the event that a configurable bundle is needed to supersede portions of the statutory bundle.

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

Rule Name	Rule Options
Reimbursement interval, domestic	• **24-hour interval** *(default for Lodging and Meals)*
Reimbursement interval, foreign	• **24-hour interval** *(default for Lodging and Meals)*
Location for rate determination, domestic	• **Based on time of arrival, including the first leg** *(default for Meals)* • **Based on time of departure, including the last leg** *(default for Lodging)*

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Rule Name	Rule Options
Location for rate determination, foreign	• **Based on time of arrival, including the first leg** *(default for Meals)* • **Based on time of departure, including the last leg** *(default for Lodging)*
Several locations in a reimbursement interval, domestic	• **Rate of the last location** *(default for Meals)* • **Sum of rates of all locations** *(default for Lodging)*
Several locations in a reimbursement interval, foreign	• **Rate of the last location** *(default for Meals)* • **Sum of rates of all locations** *(default for Lodging)*
Several domestic locations in a domestic reimbursement interval, foreign	• **No special handling for domestic locations** *(default for Lodging and Meals)*
Several itineraries on one date, durations	• **Keep all durations** *(default for Lodging and Meals)*
Several itineraries on one date, reimbursement rates	• **Keep all rates** *(default for Lodging and Meals)*
Day for exchange rate	• **Current daily exchange rate** *(default for Lodging and Meals)*

📖 For more information about rule options, refer to the *Expense: Travel Allowance Service Setup Guide*.

4. Click **Back**.

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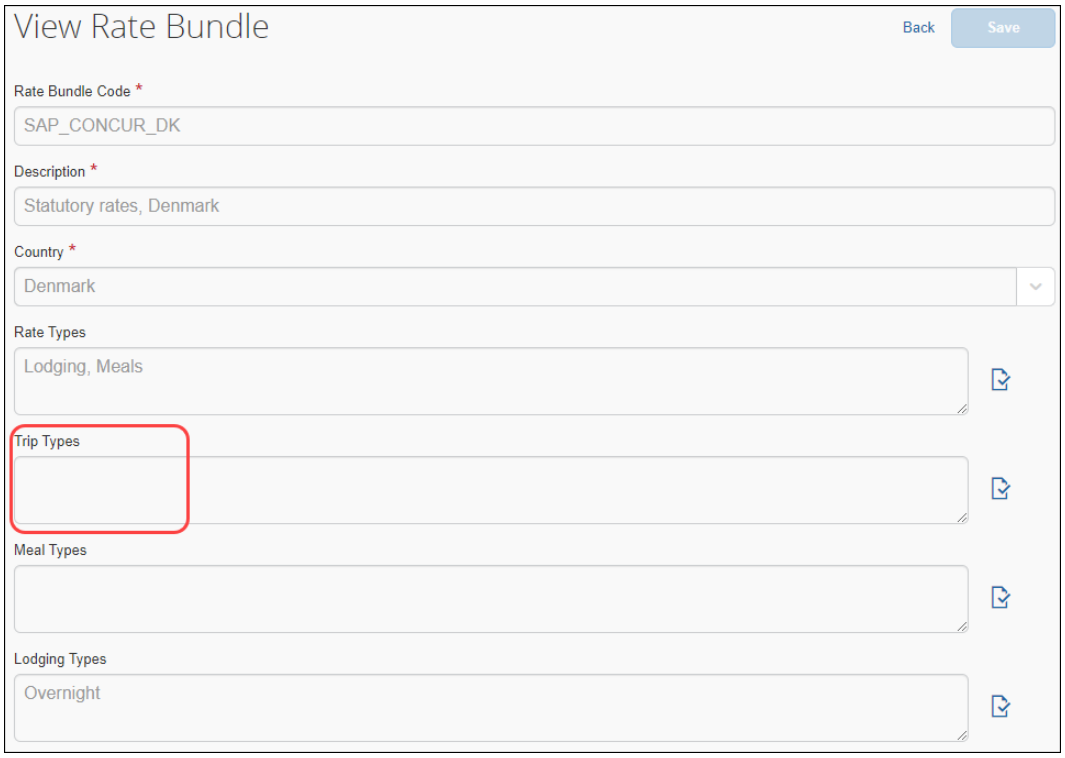
Viewing Trip Types (None)

The statutory Denmark bundle does not contain any **Trip Types**.

- ***To view the trip types:***

1. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🖹).

The **Trip Types** field does not contain any trip types.



2. Click **Back**.

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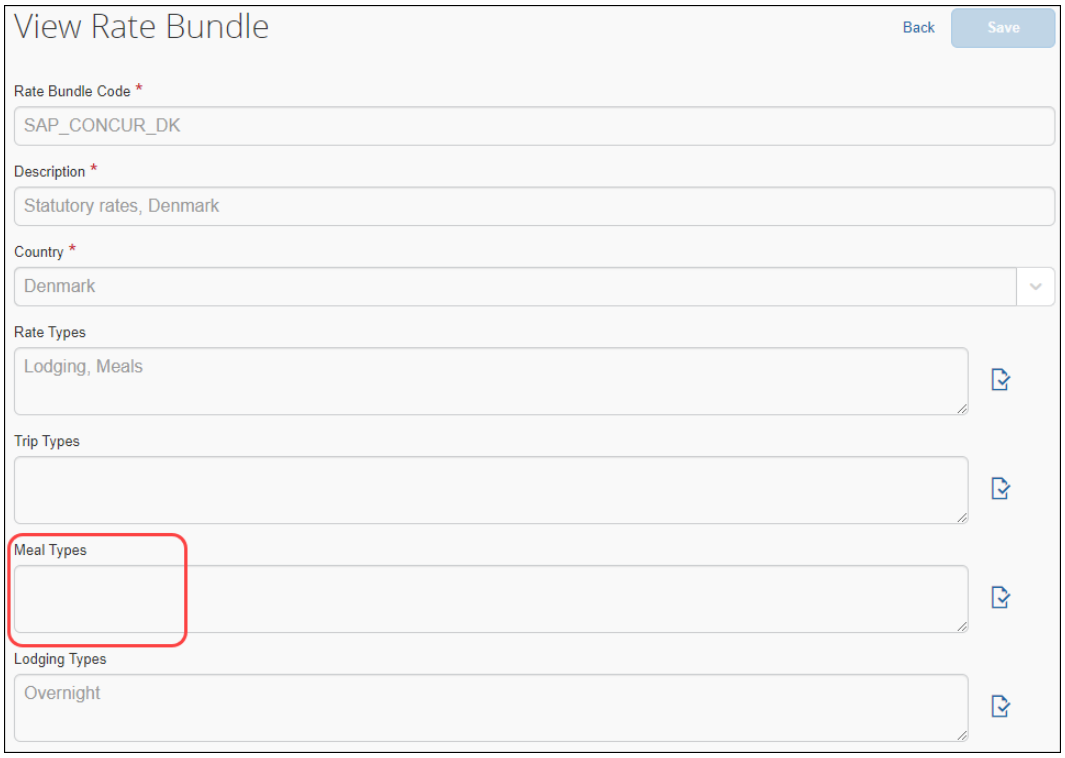
Viewing Meal Types (None)

The statutory Denmark bundle does not contain any **Meal Types**.

- ***To view meal types:***

1. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🖹).

The **Meal Types** field does not contain any meal types.



2. Click **Back**.

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Viewing Lodging Types (Overnight)

Rate Bundles contain **Lodging Types**.

To view lodging types:

1. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🖹).

2. On the **View Rate Bundle** page, click **View** (🖹) on the **Lodging Types**.

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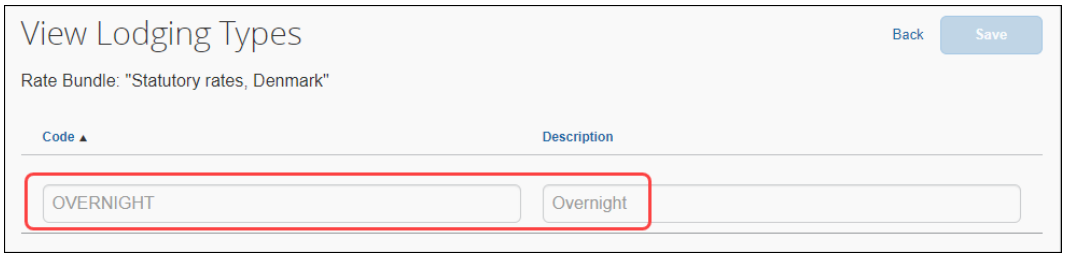
The **View Lodging Types** page displays.



3. Click **Back**.

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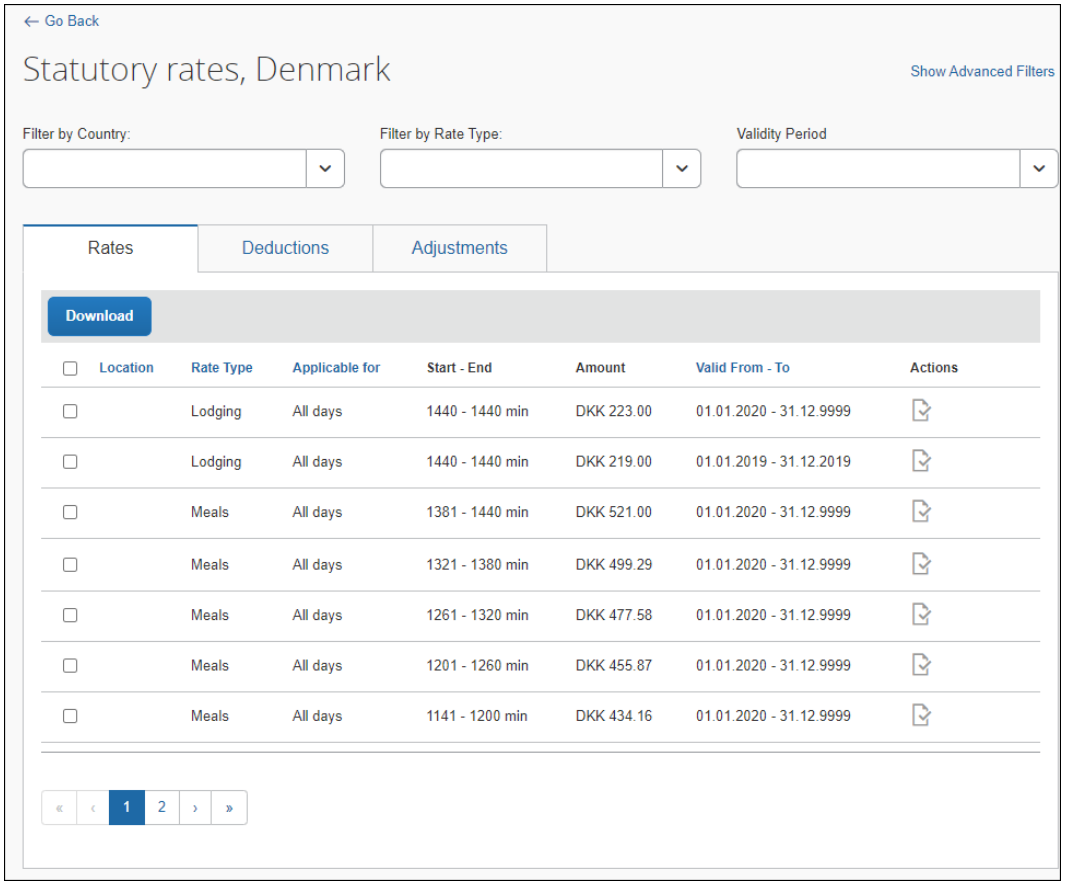
Viewing Rates

To view rates:

1. On the **Rate Bundles** page, in the bundle's row, click **View contents** (☰).

The bundle's contents page displays the **Rates** tab and rates.



2. (Optional) Use filters to locate the desired rate.

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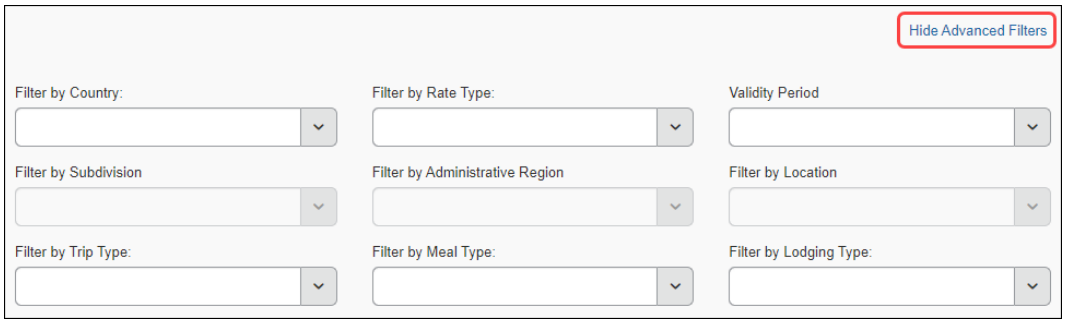
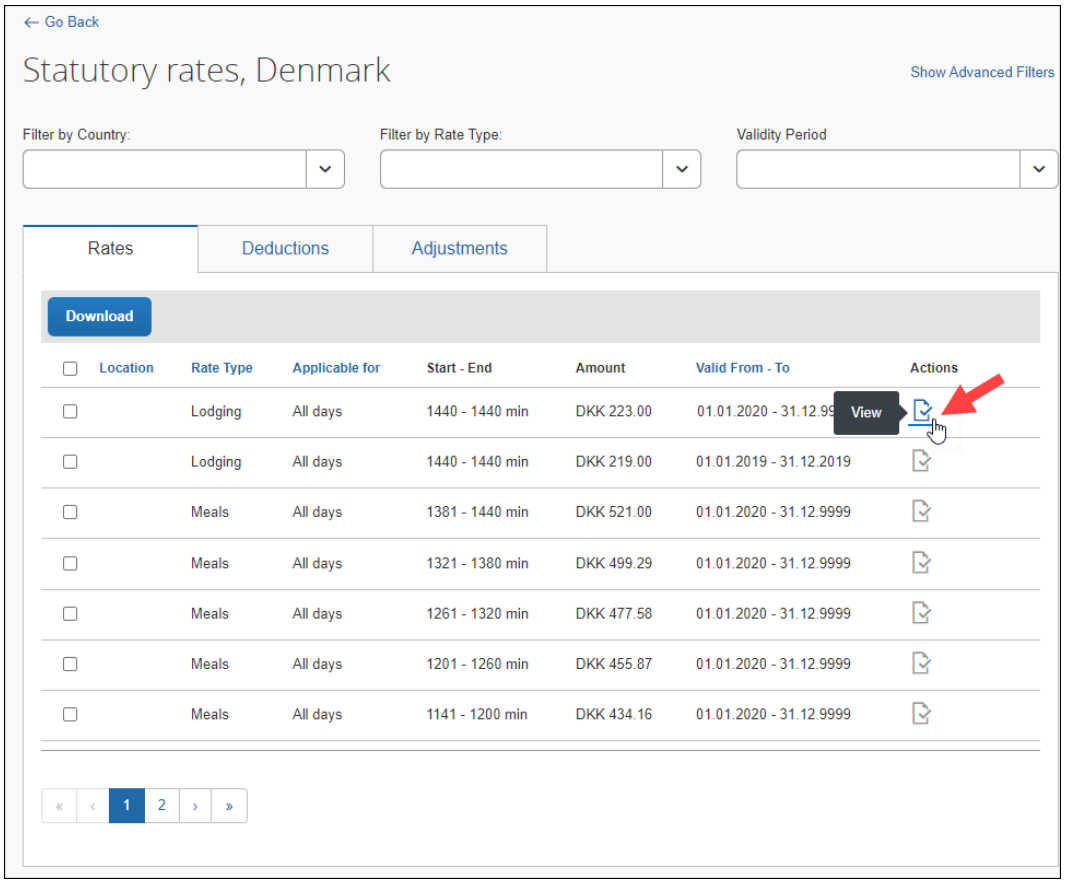
3. (Optional) Use advanced filters to locate the desired rate.



4. Click **View** (📄) on the desired row.



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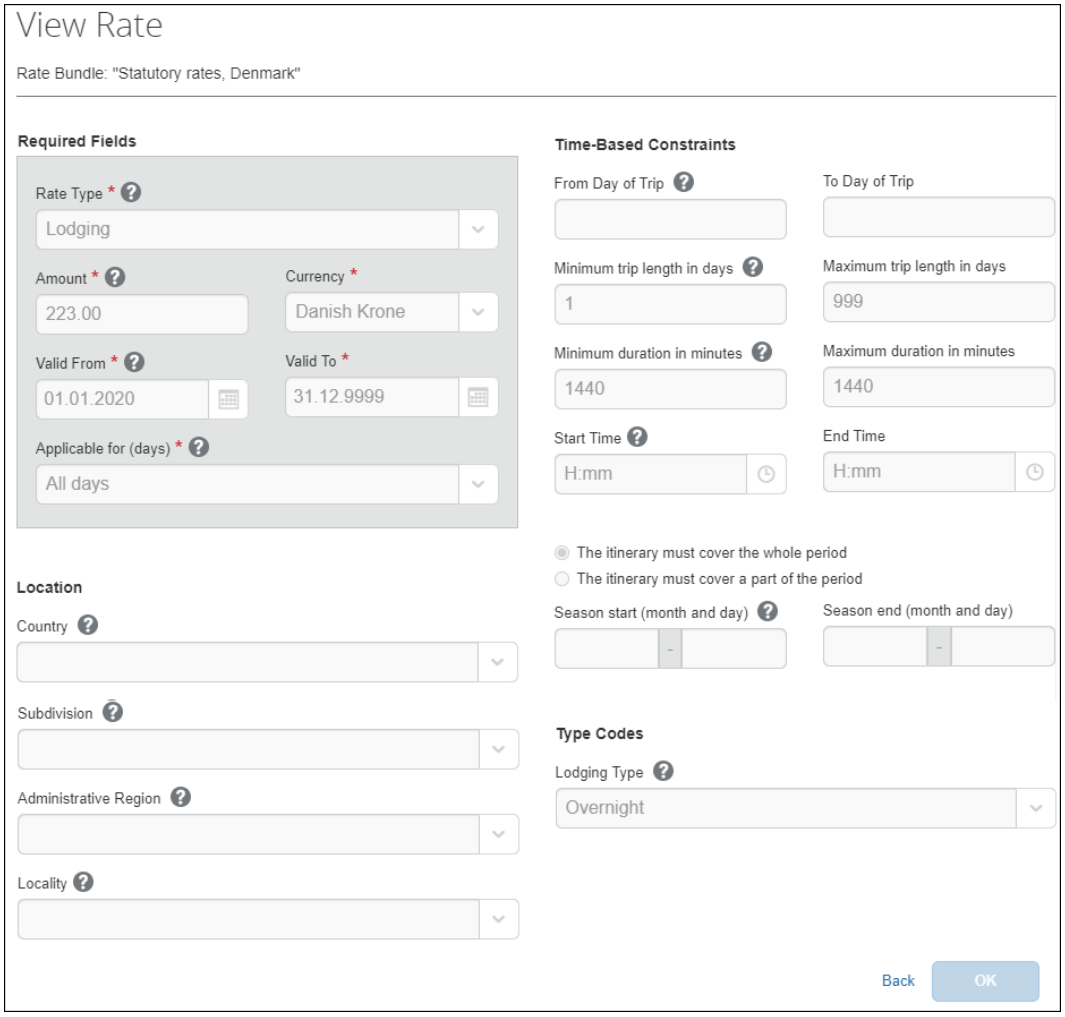
The details of the rate display.

Example



The following table shows the read-only values that exists in the statutory Denmark rates ***and also the possible options*** in the event that a configurable bundle is needed to supersede portions of the statutory bundle. An asterisk indicates a required field.

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

Field	Description
Required Fields Rate Type *	The value is *Incidentals*, *Lodging,* or *Meals*.

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Field	Description
Required Fields Amount * Currency *	The value is an amount and a currency to which the rate applies. When creating an expense report, the currency displayed here will be converted into the user's reimbursement currency as determined by the user's **User Administration** settings.
Required Fields Valid From * Valid To *	This value is a date range. A date range allows previous rates to remain applicable when processing trips in the past. **NOTE:** Regulatory rates are typically updated annually by calendar or financial year and so are valid only for limited date ranges.
Required Fields Applicable for (days) *	This value is *First day*, *Last day*, *All days*, or *Intervening days.* Intervening days are the days between the first and last day of a trip. The *All days* value includes the first day, intervening days, and the last day, and applies to one-day trips.
Location Country/Region	If this field is used for this rate, the value is the country where these rates apply.
Location Subdivision	If this field is used for this rate, the value is the state or province where these rates apply.
Location Administrative Region	If this field is used for this rate, the value is the county where these rates apply.
Location Locality	If this field is used for this rate, the value is the city where these rates apply.
Time-Based Constraints From Day of Trip To Day of Trip	If these fields are used for this rate, they display a number range of days during which the rate applies. This setting may be used when meal rates decrease after a certain number of days, since it is assumed that users become familiar with the place and find ways to spend less on meals. For example, meal per diems may be reduced to 80% as of day 15 of travel, and further reduced to 60% as of day 30 of travel. **NOTE:** This setting creates a per trip rate constraint and does not apply across multiple itineraries or trips.
Time-Based Contraints Minimum trip length in days Maximum trip length in days	If these fields are used for this rate, they display a number range of days from 1 to 999 to which this rate applies. This setting may be used when single-day trips have different rates than multi-day trips. For example, when both the minimum and maximum days display 1, then this rate applies only to a single-day trip.

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Field	Description
Time-Based Contraints Minimum duration in minutes Maximum duration in minutes	If these fields are used for this rate, they display a number range of minutes to which this rate applies. For example, users may receive a meal per diem, such as 12 EUR when their trip is more than 8 hours (481 minutes) and less than 24 hours (1439 mintues) on a given day.
Time-Based Contraints Start Time End Time	If these fields are used for this rate, they display a clock time range during which the travel allowance is valid. For example, if a meal allowance is defined for travel between 13:00 and 14:00 and the trip ends at 12:30, then no meal allowance allowance is provided.
Time-Based Contraints The itinerary must cover the whole period -or- The itinerary must cover a part of the period	If one of these contraints is used for this rate, the other cannot be used because these choices are mutually exclusive. For example, if a meal allowance is defined for travel between 13:00 and 14:00 and the trip ends at 13:30, then *The itinerary must cover the whole period* means no allowance is provided; however *The itinerary must cover a part of the period* means the allowance is provided as long as the *Minutes to be covered at least* is met.
Time-Based Constraints Minutes to be covered at least Minutes to be covered at most	If the *The itinerary must cover a part of the period* constraint displays, then these fields display a number range of minutes to which that constraint applies.
Time-Based Contraints Season start (month and day) Season end (month and day)	If these fields are used for this rate, they display months and days to which this rate applies. This setting is used when rates are different depending on the season. For example, rates in Darwin, Australia are lower during the rainy season (December – March) than during the rest of the year.
Type Codes Lodging Type **Note:** Type Codes (trip, meal, and lodging) are highly configurable and will impact this section of the page. 📖 For more information, refer to the *Editing a Configurable Bundle* procedure of this guide.	If this field is used for this rate, the value is *Overnight*.

5. Click **Back**.

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Viewing Deductions

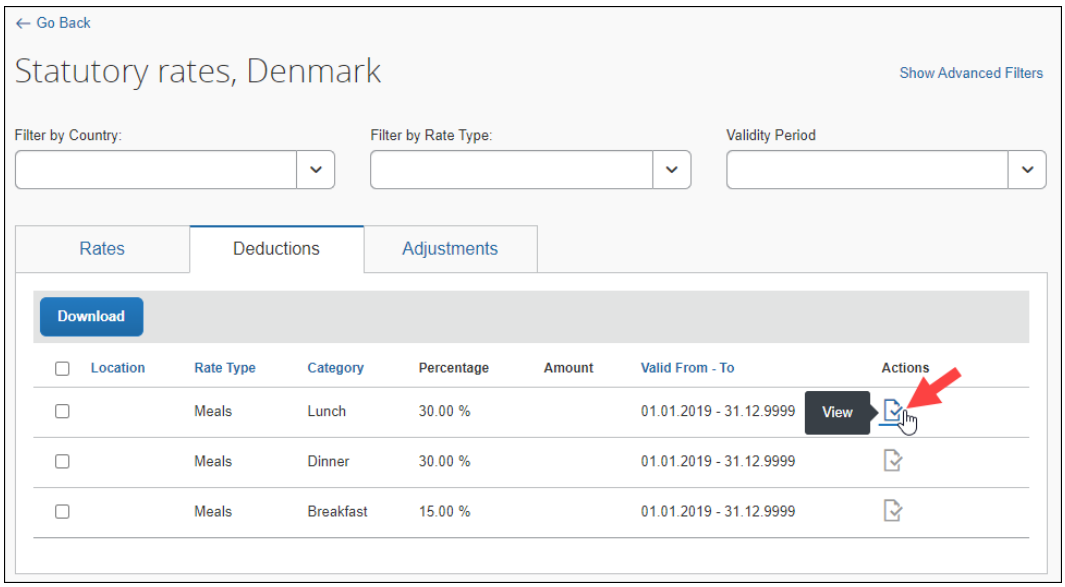
To view deductions in a rate bundle:

1. On the **Rate Bundles** page, in the bundle's row, click **View contents** (☰).

The bundle's contents page displays with tabs for rates, deductions, and adjustments.

2. Click the **Deductions** tab.

3. In the desired row, click **View** (🗎).



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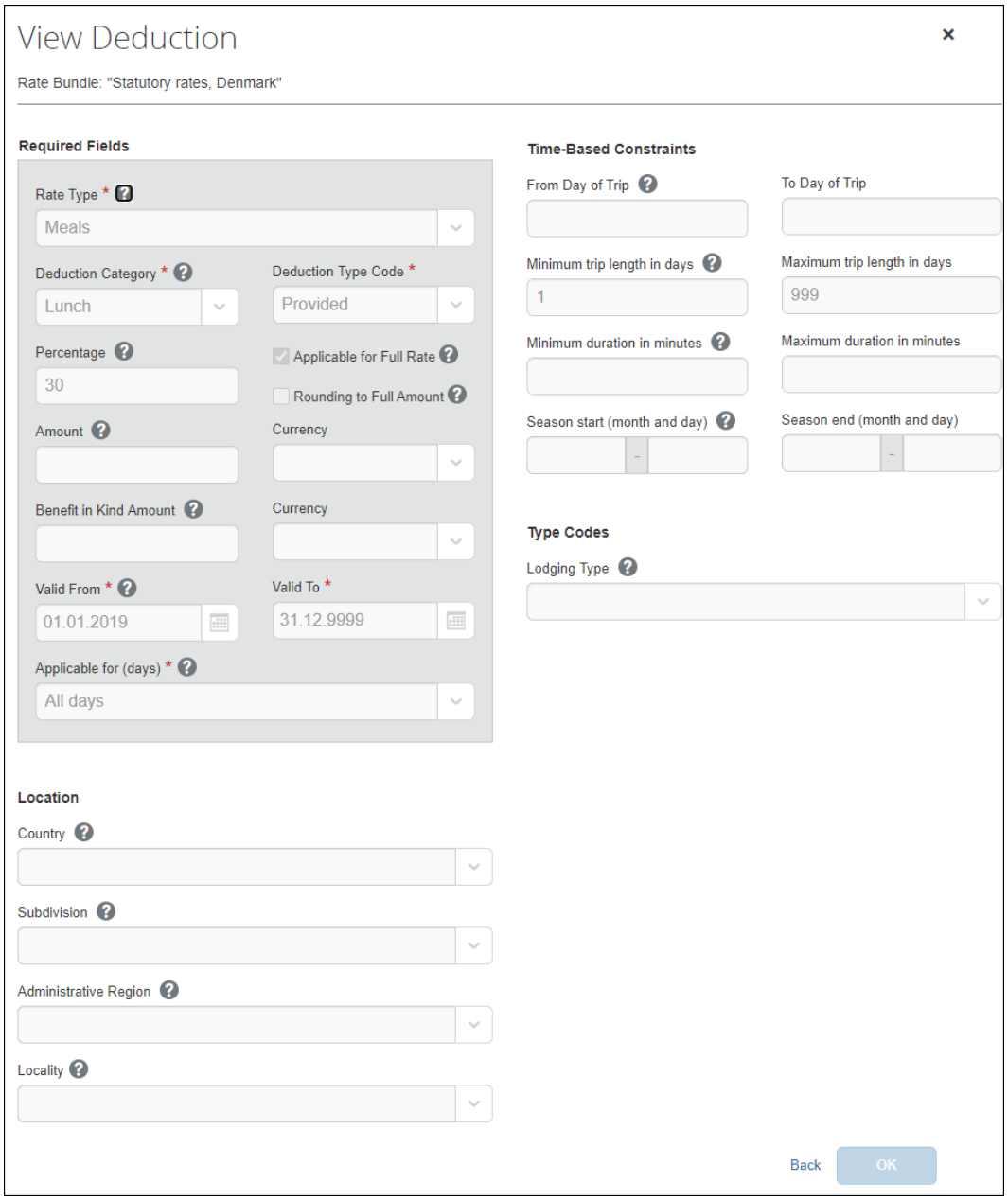
4. The **View Deduction** page displays.



The following table shows the read-only values that exists in the statutory Denmark deductions ***and also the possible options*** in the event that a configurable bundle is needed to supersede portions of the statutory bundle. An asterisk indicates a required field.

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

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Field	Description
Required Fields Rate Type *	The value is *Incidentals*, *Lodging,* or *Meals*.
Required Fields Deduction Category *	This value is a further break-down of the **Rate Type**.
Required Fields Deduction Type Code *	This value is a further breakdown of the **Deduction Category**.
Required Fields Percentage *	This value is a percentage amount. This is the amount by which the daily rate is reduced calculated as a percentage of the associated rate. For example, a breakfast deduction may be configured as 20% of the meal rate. **NOTE:** The **Percentage** field and **Amount** field are mutually exclusive.
Required Fields Applicable for Full Rate	This value is selected or cleared. This setting is used for a deduction percentage. Typically, the percentage deduction is calculated on the rate for a full day in which case this option is selected. In some instances, the percentage deduction is calculated for the actual rate of that day. This may be a reduced rate for the first or last day of a trip. For example, when **Applicable for Full Rate** is selected, a breakfast deduction is defined as 20% of the meal rate. If the meal rate for full days is 28 EUR and the meal rate for the first and last day is 14 EUR, and the user receives a free breakfast on the last day of travel, then the breakfast deduction is 20% of 28 EUR, which is 5.60 EUR. **NOTE:** A rate for a full day is an *All_days* rate defined for a duration of 1440 minutes, the equivalent of 24 hours.
Rounding to Full Amount	This value is selected or cleared. This setting is used for a deduction percentage. Selecting the check box means deduction amounts which are calculated from deduction percentages are rounded to the next full number. If the setting is cleared, deduction amounts which are calculated from deduction percentages retain the number of decimal places used for the currency.

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Field	Description
Required Fields Amount / Currency *	This value is a fixed amount and a currency to which the deduction amount will apply. When creating an expense report, the currency displayed here will be converted into the user's reimbursement currency as determined by the user's **User Administration** settings. **NOTE:** The **Percentage** field and **Amount** field are mutually exclusive.
Required Fields Benefit in Kind Amount / Currency	This value is an amount and a currency to which the deduction amount applies. This is a taxable benefit amount, which is created for a free meal when there is no meal allowance from which to deduct it. For example, if the user travels less than 8 hours and does not get a meal allowance, but gets a free meal, the system will then treat this amount as a taxable benefit. **NOTE:** This amount is not visible to the user and does not affect their reimbursement. It is displayed here in anticipation of further processing by a payroll system.
Required Fields Valid From * Valid To *	This value is a date range. The date range allows previous rates to remain applicable when processing trips in the past. **NOTE:** Regulatory rates are typically updated annually by calendar or financial year and so are valid only for limited date ranges.
Required Fields Applicable for (days) *	This value will be *First day*, *Last day*, *All days*, or *Intervening days.* Intervening days are the days between the first and last day of a trip. The *All days* value includes the first day, intervening days, and the last day, and applies to one-day trips.
Location Country/Region	If this field is used for this rate, the value is the country where these rates apply.
Location Subdivision	If this field is used for this rate, the value is the state or province where these rates apply.
Location Administrative Region	If this field is used for this rate, the value is the county where these rates apply.
Location Locality	If this field is used for this rate, the value is the city where these rates apply.
Time-Based Contraints From Day of Trip To Day of Trip	If these fields are used for this deduction, they display a number range of days during which the deduction applies. **NOTE:** This setting creates a per trip deduction constraint and does not apply across multiple itineraries or trips.

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Field	Description
Time-Based Contraints Minimum trip length in days Maximum trip length in days	If these fields are used for this deduction, they will display a number range of days from 1 to 999 to which this deduction applies. This setting may be used when single-day trips have different deductions than multi-day trips. For example, when both the minimum and maximum days display 1, then this deduction applies only to a single-day trip.
Time-Based Contraints Minimum duration in minutes Maximum duration in minutes	If these fields are used for this deduction, they will display a number range of minutes to which this deduction applies.
Time-Based Contraints Season start (month and day) Season end (month and day)	If these fields are used for this deduction, they display months and days to which this deduction applies. This setting is used when deduction are different depending on the season.
Type Codes Lodging Type **Note:** Type Codes (trip, meal, and lodging) are highly configurable and will impact this section of the page.	If this field is used for this deduction, the value is *Overnight*.

5. Click **Back**.

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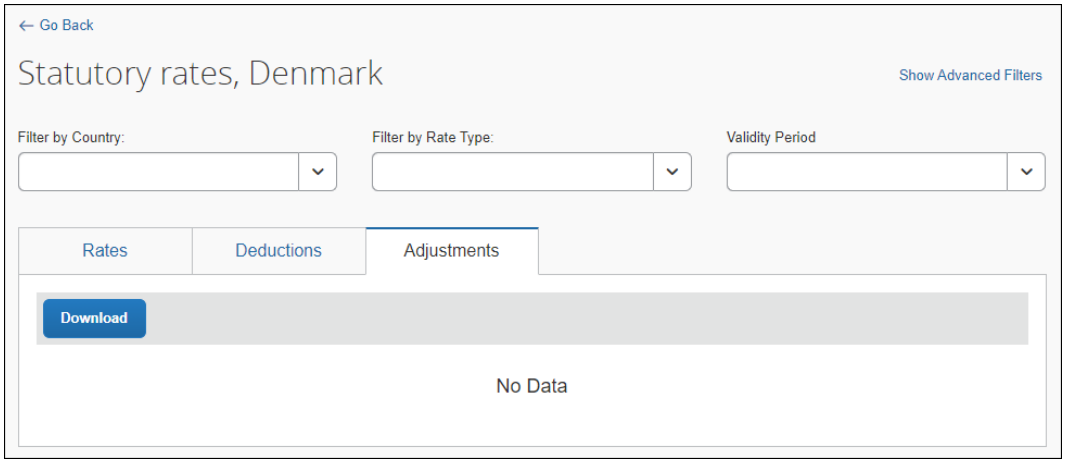
Viewing Adjustments

- ***To view adjustments in a rate bundle:***

1. On the **Rate Bundles** page, in the bundle's row, click **View contents** (☰).

The bundle's contents page displays with tabs for rates, deductions, and adjustments.

2. Click the **Adjustments** (tab). There are no adjustments.



3. Click **Back**.

Section 5: Denmark-Specific Statutory Validations, Calculations Logic, and Adjustments

Using the Denmark travel allowance bundle, the system calculates reimbursements based on the *duration* the user is away from the user's home location during each day of the trip. Each 24-hour period of the time from the time of departure is considered a day.

Only trips of 24 hours or longer are eligible for travel allowances.

The most common method of reimbursement in Denmark uses *daily* allowances for meals and *actual* expenses for lodging. If rates higher than the regulatory rates are used, the company should track the amount paid which is over the regulatory limit because that amount is viewed as income by the taxation authorities and thus taxable to the user.

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Rates

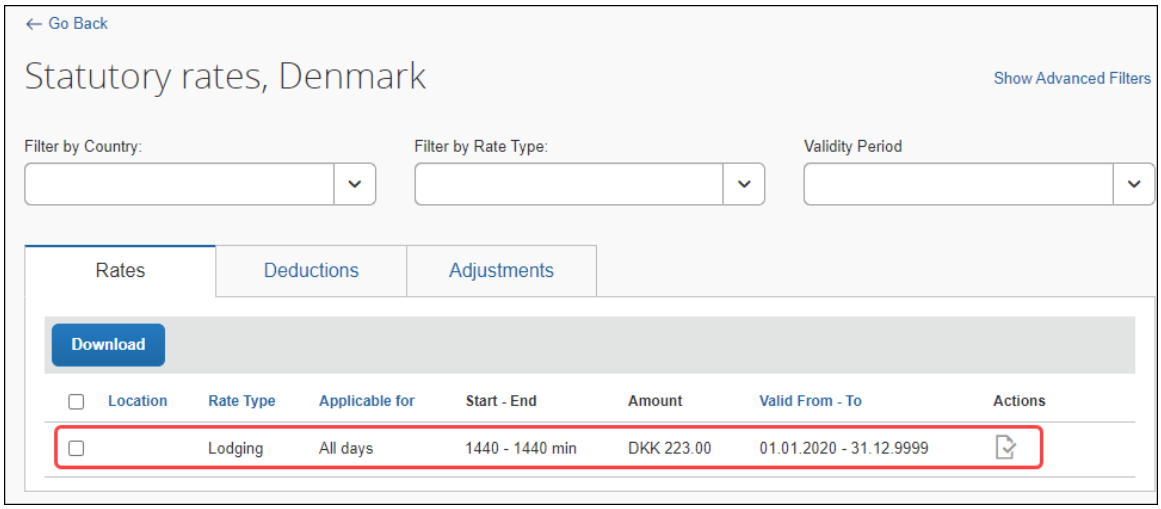
The Denmark statutory bundle has only one meals rate and one lodging rate for all countries.

Lodging Allowance

The statutory bundle provides *Overnight* supplements to users who travelled 24 hours or more hours and do not submit an accommodation receipt for reimbursement.

Lodging allowances are based on whether or not the user spent the night at accommodations other than the user's home. The lodging allowance is defined for each 24-hour segment and the user is either eligible for the whole allowance or no allowance for lodging – there are no partial lodging allowances.

The user may be reimbursed the actual amount of the lodging cost without tax implications, as long as a receipt is provided for the expense.



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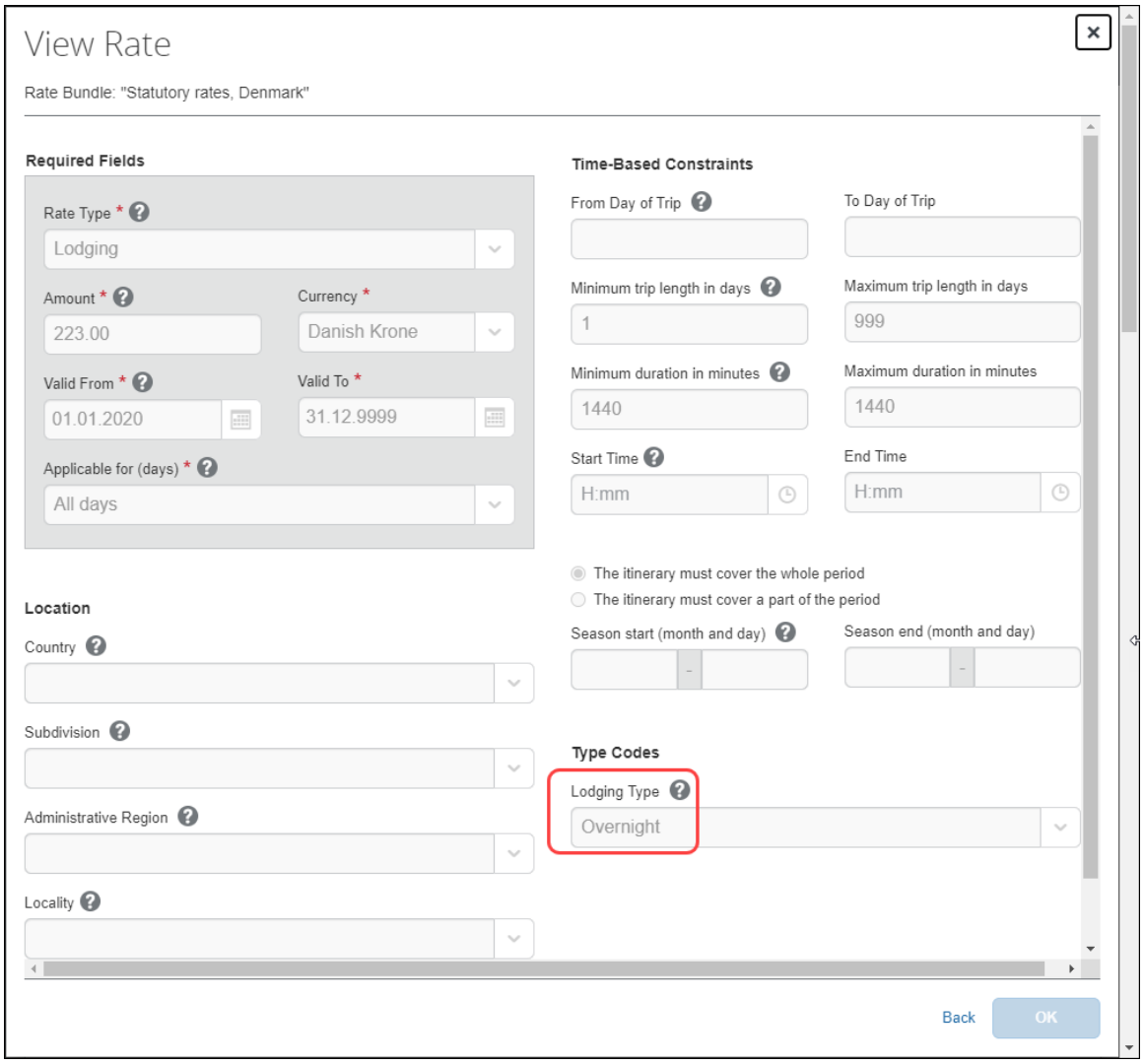
The details of this rate can be viewed on the **View Rate** page.



Meals Allowance

All Denmark travel allowance calculations are based on **time**. All rates for meals are the same for all locations (domestic and foreign) and vary only depending on the length of the trip.

The meal allowance is intended for food, drink, and minor costs such as bus tickets, parking, storing of suite cases, and so on.

Single-Day Trips

There is no partial allowance for trips lasting less than 24 hours. After 24 hours, each hour that is started receives a partial rate of 1/24th of the full-day rate.

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Multiple-Day Trips

After 24 hours, each hour that is started receives a partial rate of 1/24th of the full-day rate.

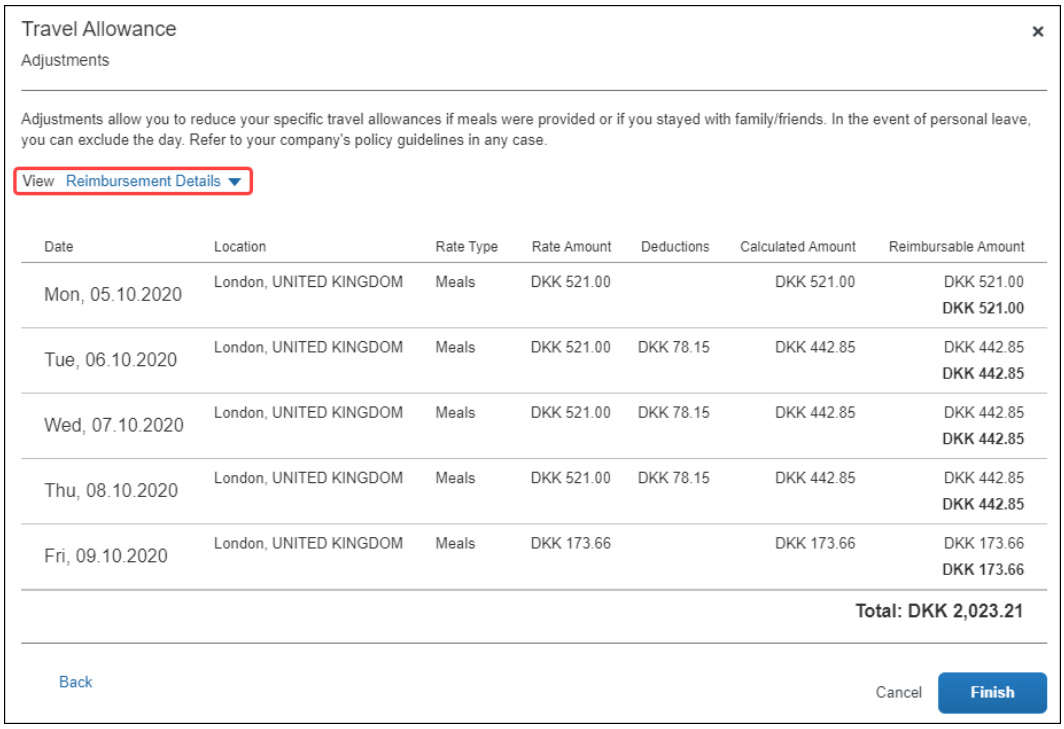
Trip Length (hh:mm)	Allowance
23:59	No meal allowance
24:00	Meal allowance for 1 day
24:01	Meal allowance for one day + 1 hour (1/24 of the daily rate)
40:00	Meal allowance for one day + 16/24 of the daily rate
47:01	Meal allowance for two days (as the 48th hour has started)

Overnight

The *Overnight* allowance is a supplement that can be added to the calculated meals rate when no receipt is submitted for lodging. This amount is added when the user selects **Overnight** on their itinerary.

Provided Meals

Provided meals must be indicated by the user and are deducted from the allowed allowance. The amount of the allowance attributed to a specific meal is shown on the **Reimbursement Details** view of the **Adjustments** page.



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NOTE: The incidental portion of the daily allowance is 25%. Provided meals never reduce the allowance by more than 75%.

Section 6: Considerations for Creating Configurable Bundles

This section lists important considerations and options available to clients who choose to create custom configurable bundles to supersede portions of the Denmark statutory bundle.

NOTE: When using a configurable bundle along with a statutory bundle, the configurable bundle only needs to contains the settings that will supersede the statutory bundle, ***not all settings.***

Paying Higher or Lower Than Statutory Meals Allowances

It is common for larger customers to require supported rate deviations due to company policy or agreements with the state, such as:

- Reduced domestic rates for travel to company locations
- Paying the partial day allowance for a single day of travel less than 8 hours in duration

If desired, the system can be configured to pay higher or lower than the statutory amounts for meals allowances based on time:

- Partial Day
- Full Day
- Both Partial and Full Days

Paying higher rates would mean that the difference (compared to the tax-free rate) is subject to income tax.

Paying Higher Than Statutory Night Travel Allowances

If desired, the system can be configured to pay higher than the statutory amounts for overnight allowances. Higher allowances are subject to taxability.

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