Concur Expense: Travel Allowance United States JTR Statutory Bundle

Setup Guide

Last Revised: March 19, 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
March 19, 2022	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, JTR bundle for United States Joint Travel Regulations (JTR).

NOTE: There is a separate guide for the United States bundle.

! **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 JTR bundle, but also want to supersede some of the JTR 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 method of *actuals versus limits* with over limit reimbursement for all rate types.

NOTE: The functionality for actuals versus limits is configured in Configuration Codes and is not part of the Rate Bundle.

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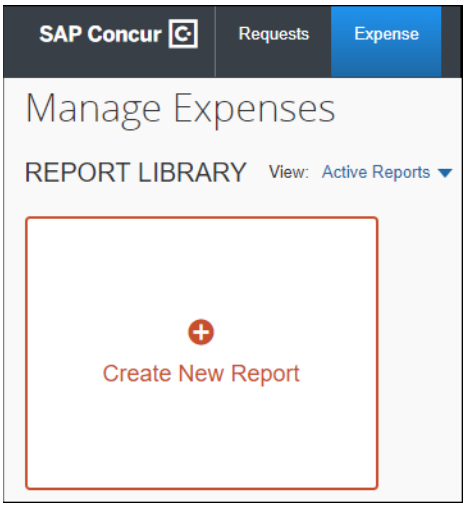
Creating an Expense Report

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.

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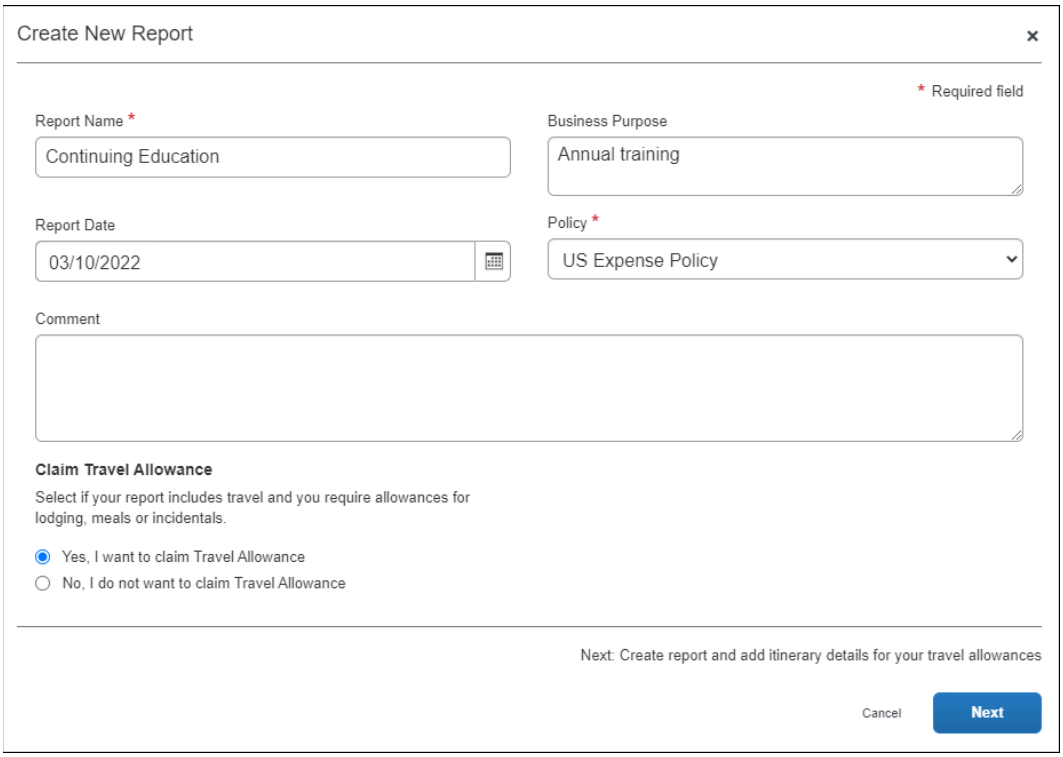
2. On the **Create New Report** page, commonly referred to as the report header, complete all required fields. An asterisk indicates a required field.



NOTE: The policy selected may impact which fields display.

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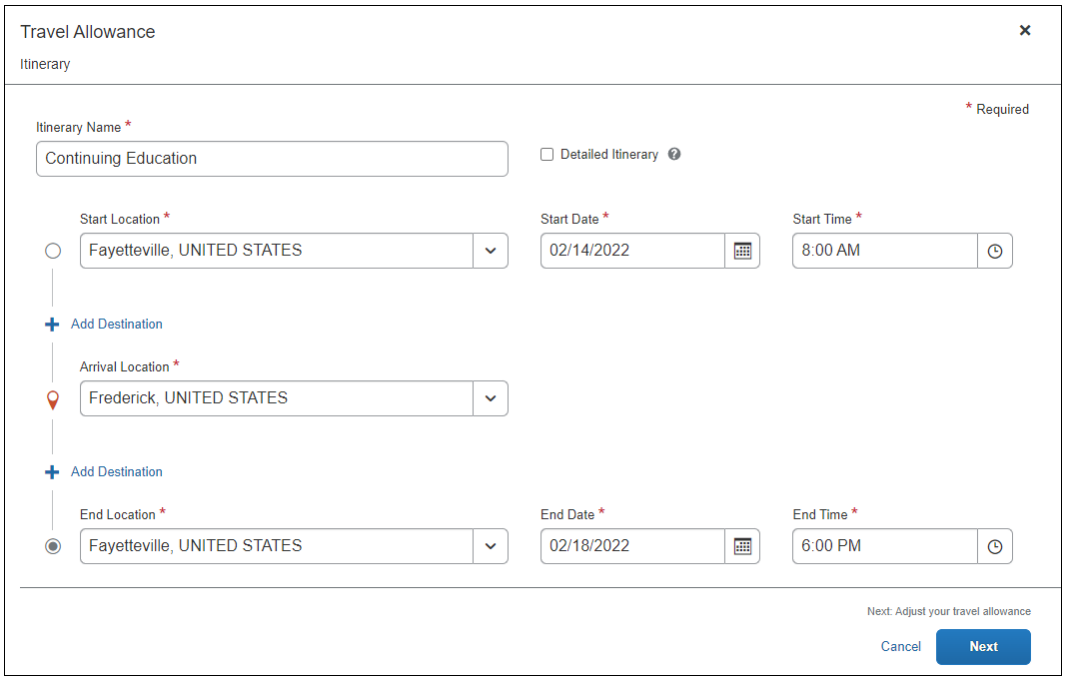
4. On the **Itinerary** page, complete all required fields. An asterisk indicates a required field.



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 selcted.
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.

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Field/Option	Description
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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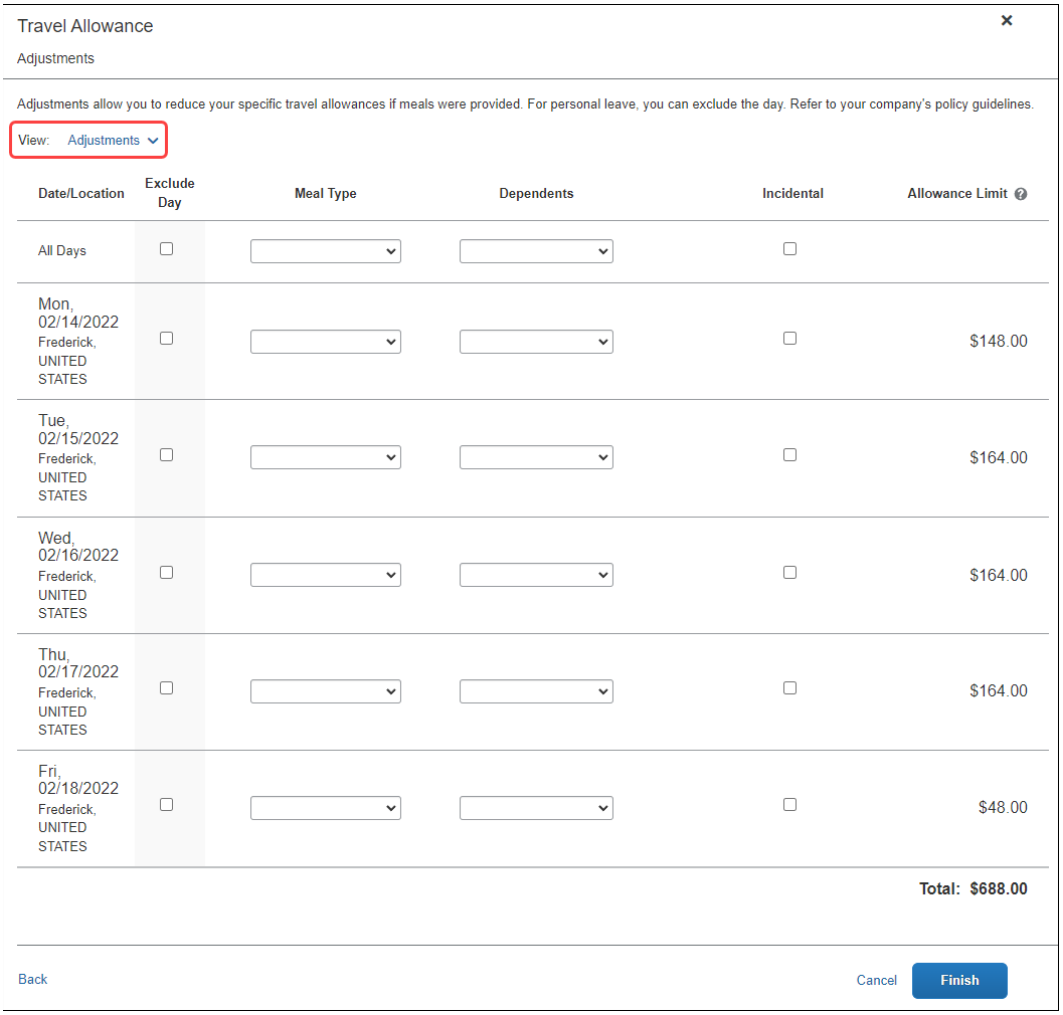
5. Click **Next** to save the itinerary and display the **Adjustments** page.

Adjustments (view)

This is the default view where a user can see a row for each calculated daily allowance.



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 an **All Days** check box available for this column.

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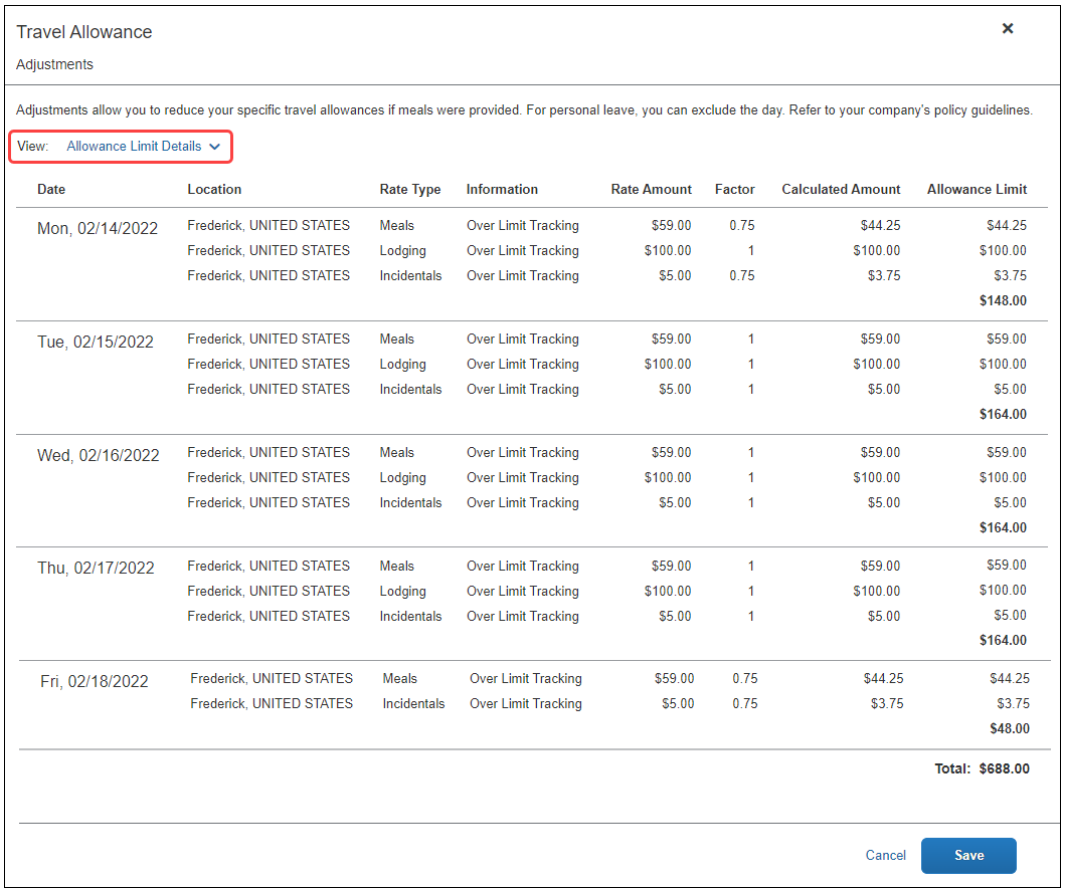
Column	Description
Meal Type	Some items on this list are intended for use with locations that are military installations. Select from this list the number of meals that were available or provided for each day. The system will calculate the appropriate rate, either Governmental Meal Rate (GMR) or Proportional Meal Rate (PMR). **NOTE:** This list is not available for the first and last days of travel.
Incidentals	This check box is intended for use with locations that are outside the continental United States (OCONUS). When this check box is selected, the incidentals rate is reduced. This check box can be cleared reset the rate to the locality rate.
Reimbursement Amount	The total reimbursable amount calculated for the day.

Allowance Limit Details (view)

This view shows the details for Meals, Lodging, and Incidentals daily allowances, based on the adjustment selections, and total allowance limit amounts.


Travel Allowance

Adjustments

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

View: Allowance Limit Details

Date	Location	Rate Type	Information	Rate Amount	Factor	Calculated Amount	Allowance Limit
Mon, 02/14/2022	Frederick, UNITED STATES	Meals	Over Limit Tracking	$59.00	0.75	$44.25	$44.25
	Frederick, UNITED STATES	Lodging	Over Limit Tracking	$100.00	1	$100.00	$100.00
	Frederick, UNITED STATES	Incidentals	Over Limit Tracking	$5.00	0.75	$3.75	$3.75
							$148.00
Tue, 02/15/2022	Frederick, UNITED STATES	Meals	Over Limit Tracking	$59.00	1	$59.00	$59.00
	Frederick, UNITED STATES	Lodging	Over Limit Tracking	$100.00	1	$100.00	$100.00
	Frederick, UNITED STATES	Incidentals	Over Limit Tracking	$5.00	1	$5.00	$5.00
							$164.00
Wed, 02/16/2022	Frederick, UNITED STATES	Meals	Over Limit Tracking	$59.00	1	$59.00	$59.00
	Frederick, UNITED STATES	Lodging	Over Limit Tracking	$100.00	1	$100.00	$100.00
	Frederick, UNITED STATES	Incidentals	Over Limit Tracking	$5.00	1	$5.00	$5.00
							$164.00
Thu, 02/17/2022	Frederick, UNITED STATES	Meals	Over Limit Tracking	$59.00	1	$59.00	$59.00
	Frederick, UNITED STATES	Lodging	Over Limit Tracking	$100.00	1	$100.00	$100.00
	Frederick, UNITED STATES	Incidentals	Over Limit Tracking	$5.00	1	$5.00	$5.00
							$164.00
Fri, 02/18/2022	Frederick, UNITED STATES	Meals	Over Limit Tracking	$59.00	0.75	$44.25	$44.25
	Frederick, UNITED STATES	Incidentals	Over Limit Tracking	$5.00	0.75	$3.75	$3.75
							$48.00
							Total: $688.00

Cancel Save

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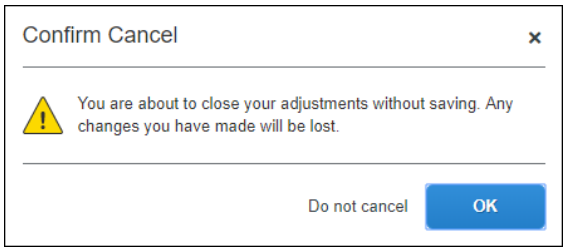
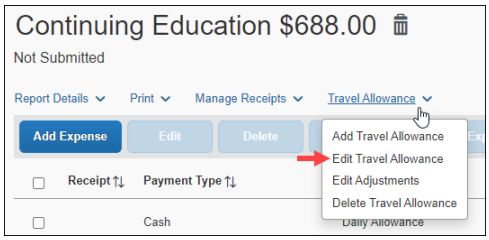
6. (Optional) Click **Back** to edit the itinerary page.

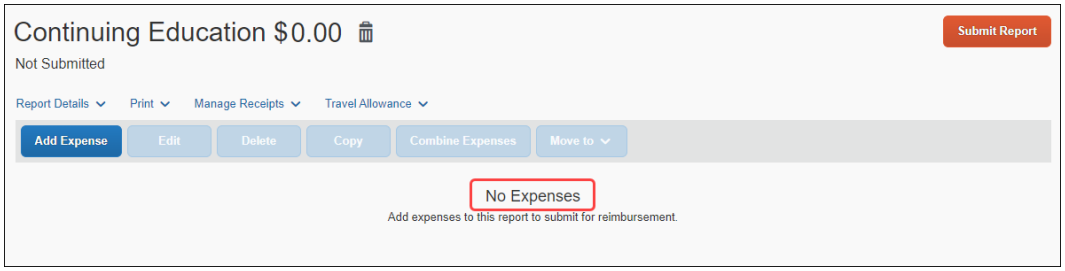
7. (Optional) Click **Cancel** to close the adjustments page without saving your selections.



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



8. Click **Finish** to display the expense report.



NOTE: No expenses were automatically generated by the system because *actuals versus limits* has been configured for all rate types. The actual expenses must be added as needed for incidentals, lodging, and meals.

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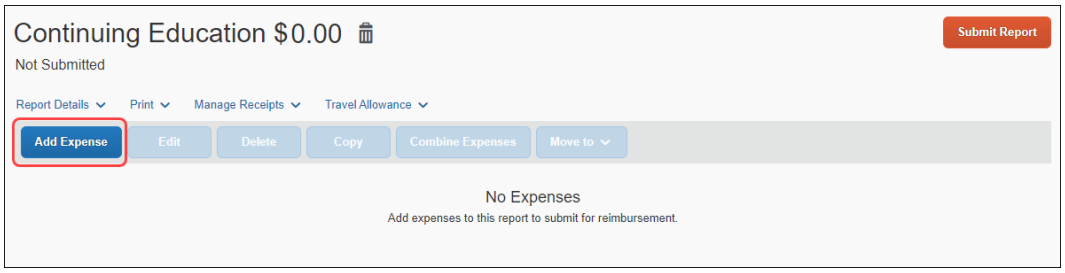
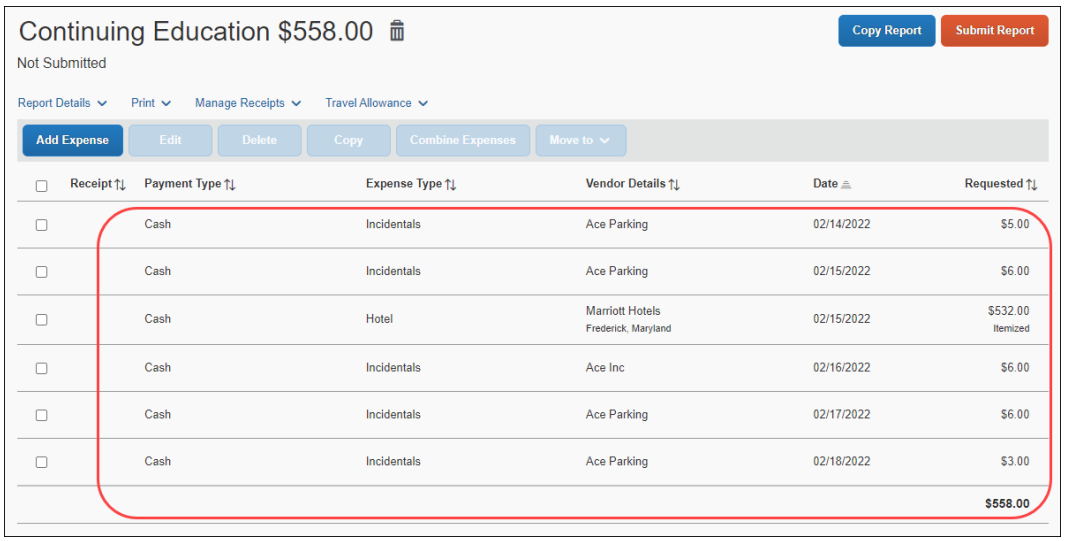
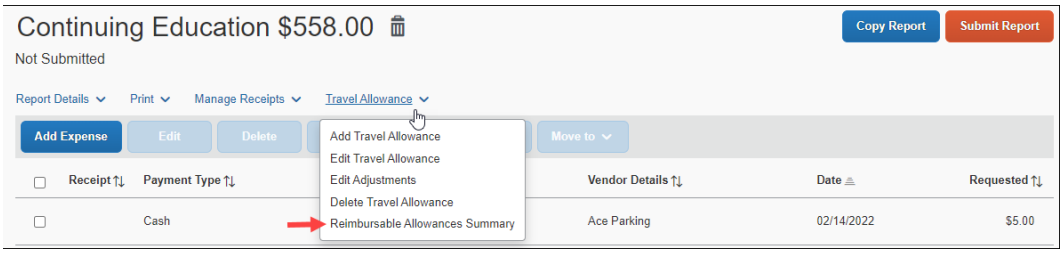
9. Click **Add Expense** to add actual expenses. This step is not specific to the travel allowance feature and is accomplished in the same manner that is used to add non-travel allowance expenses to an expense report.



10. Add actual expenses.



11. Click **Travel Allowance > Reimbursable Allowance Summary**.



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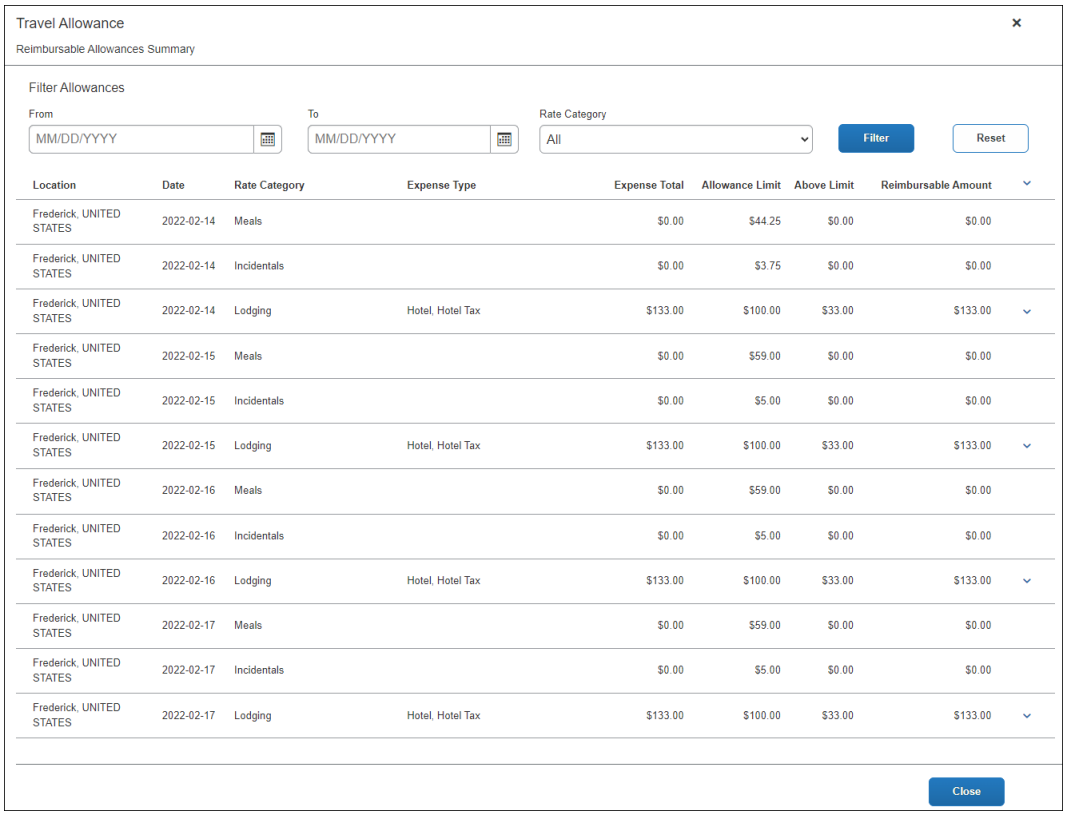
12. The **Reimbursable Allowances Summary** page displays with columns detailing the amounts for **Allowance Limit**, **Above Limit**, and **Reimbursable Amount**.



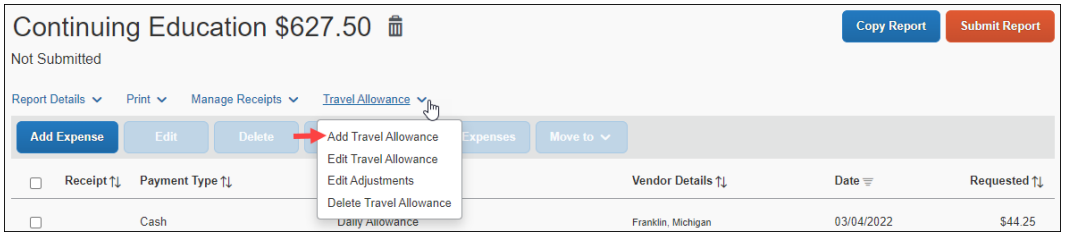
Location	Date	Rate Category	Expense Type	Expense Total	Allowance Limit	Above Limit	Reimbursable Amount
Frederick, UNITED STATES	2022-02-14	Meals		$0.00	$44.25	$0.00	$0.00
Frederick, UNITED STATES	2022-02-14	Incidentals		$0.00	$3.75	$0.00	$0.00
Frederick, UNITED STATES	2022-02-14	Lodging	Hotel, Hotel Tax	$133.00	$100.00	$33.00	$133.00
Frederick, UNITED STATES	2022-02-15	Meals		$0.00	$59.00	$0.00	$0.00
Frederick, UNITED STATES	2022-02-15	Incidentals		$0.00	$5.00	$0.00	$0.00
Frederick, UNITED STATES	2022-02-15	Lodging	Hotel, Hotel Tax	$133.00	$100.00	$33.00	$133.00
Frederick, UNITED STATES	2022-02-16	Meals		$0.00	$59.00	$0.00	$0.00
Frederick, UNITED STATES	2022-02-16	Incidentals		$0.00	$5.00	$0.00	$0.00
Frederick, UNITED STATES	2022-02-16	Lodging	Hotel, Hotel Tax	$133.00	$100.00	$33.00	$133.00
Frederick, UNITED STATES	2022-02-17	Meals		$0.00	$59.00	$0.00	$0.00
Frederick, UNITED STATES	2022-02-17	Incidentals		$0.00	$5.00	$0.00	$0.00
Frederick, UNITED STATES	2022-02-17	Lodging	Hotel, Hotel Tax	$133.00	$100.00	$33.00	$133.00

In this example, as a result of the system configuration, the full amounts of all actual expenses are reimbursable.

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.

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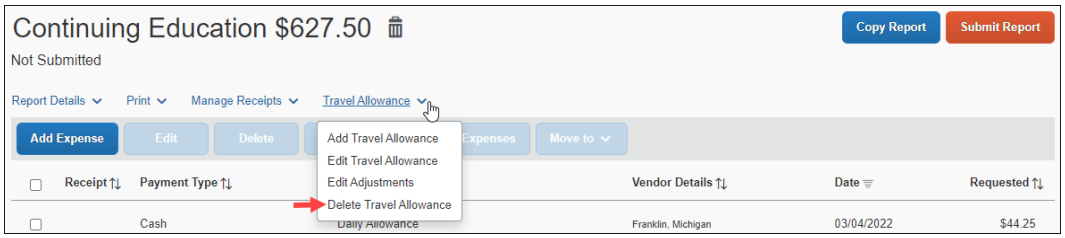
2. Complete the wizard and click **Finish**.

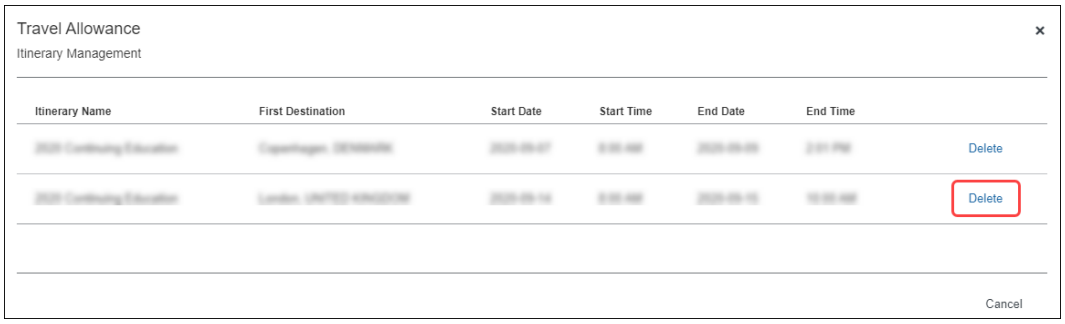
Deleting an Itinerary from an Expense Report

To delete an itinerary from an expense report

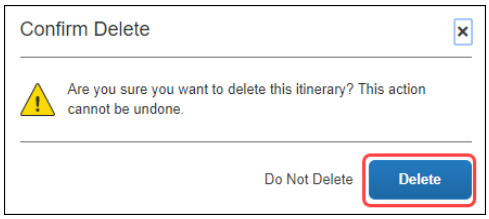
3. Open the expense report and click **Travel Allowance > Delete Travel Allowance**.



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



5. Click **Delete**.



Section 4: View the United States JTR Bundle

A bundle is a set of rates. The simplest initial configuration of the travel allowance feature uses the JTR 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.

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

For more information about creating a (configurable) copy of a 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 > Expense Admin > Travel Allowance Configuration**.

Viewing a JTR 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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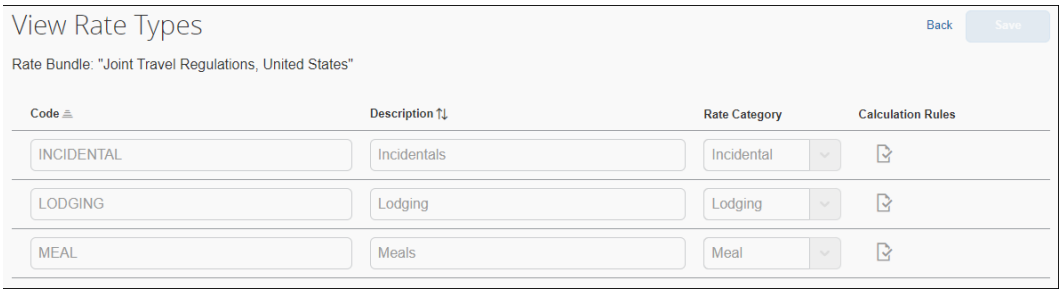
The **View Rate Bundle** page displays.

NOTE: All statutory rate bundles are read-only.

NOTE: The United States JTR Rate Bundle includes Rate Types **Incidentals**, **Lodging**, and **Meals** and four Meal Types.

3. Click **View** (⧉) on the **Rate 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**.

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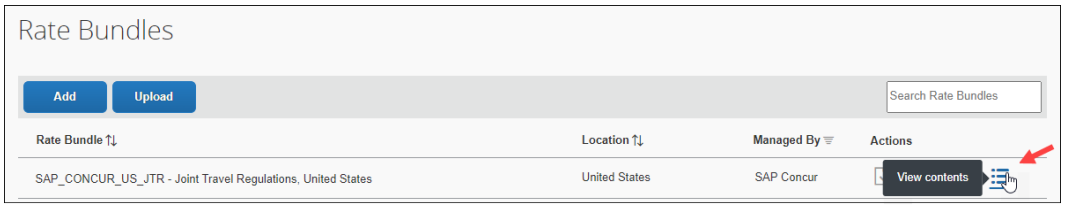
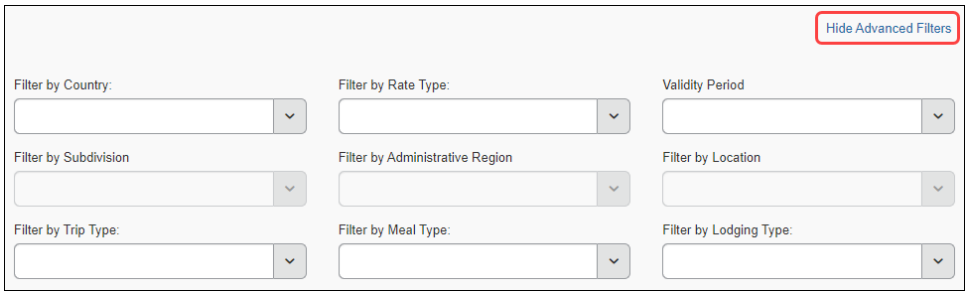
5. Click **View contents** (☰).



The **Joint Travel Regulations, United States** page displays.

6. Click **View** (📄) on the **Rates** 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**.

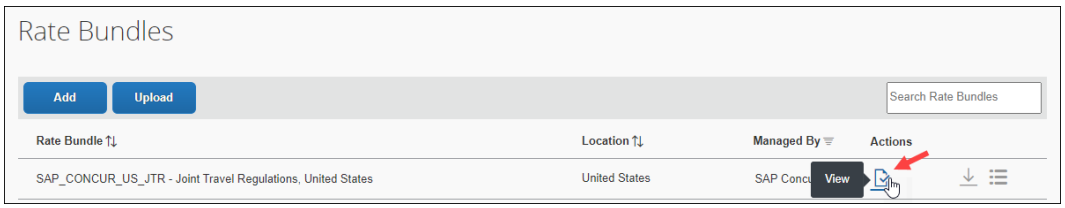
Viewing the Contents of the JTR Rate Bundle

Viewing Rate Types and Calculation Rules (Incidentals, Lodging, 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 JTR bundle, click **View** (📄).



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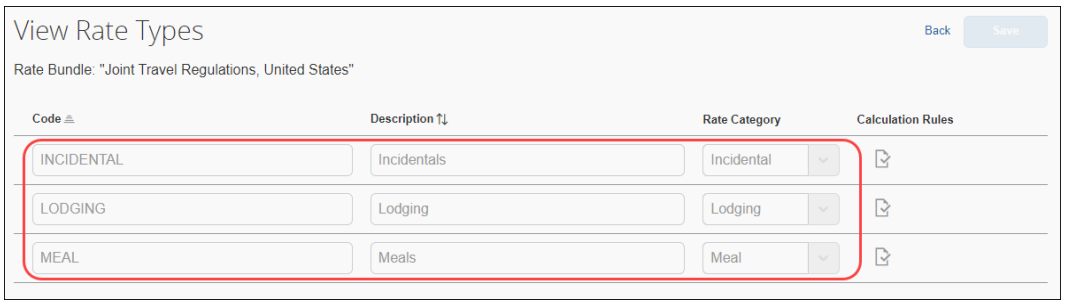
2. On the **View Rate Bundle** page, click **View** (⊡) on the **Rate Types**.

The **View Rate Types** page displays.



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

NOTE: The following example graphics show the rules for the **Meals** rate types. The default **Rule** selected depends on the **Rate Category** being viewed.

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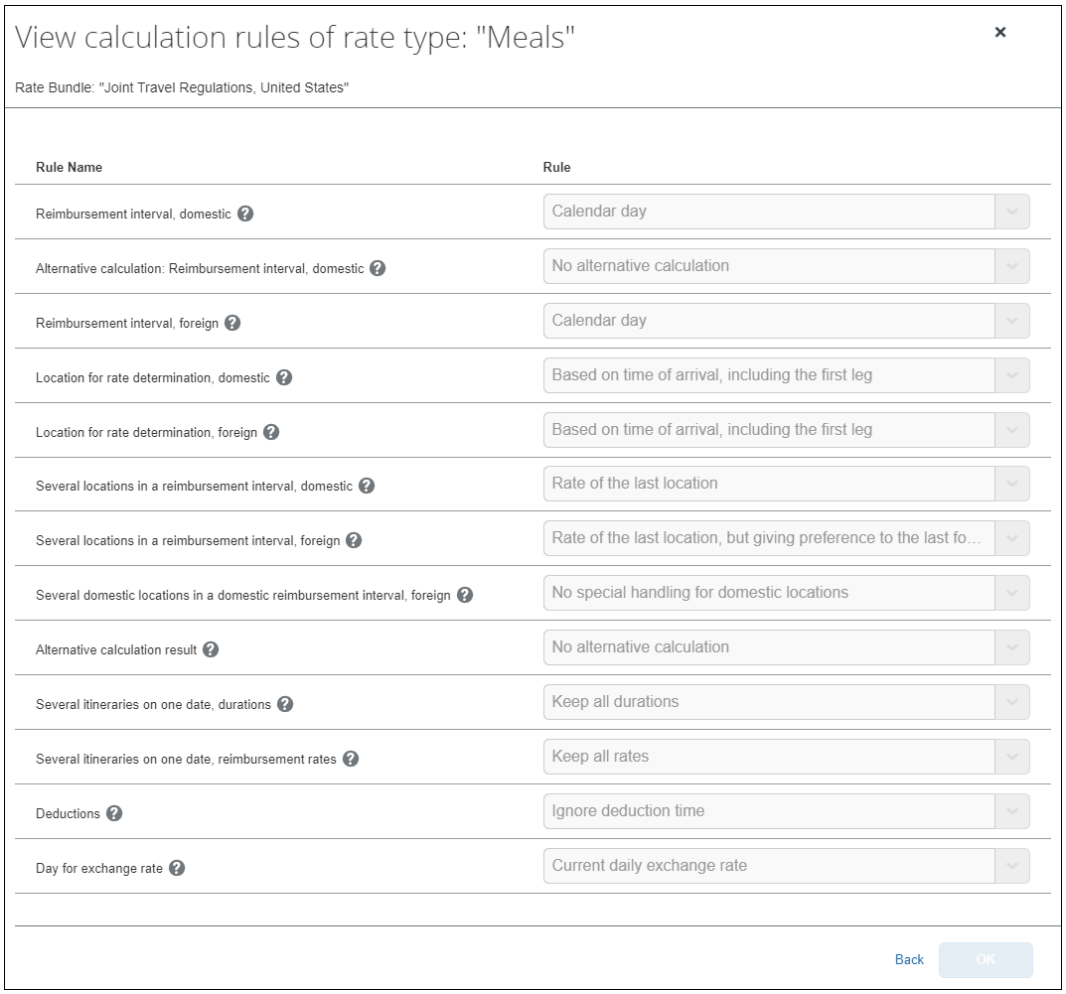
Meals



The following table shows the read-only values that exist in the JTR bundle for rate types and calculation rules.

For information about custom bundles that you may configure with other options that would supersede portions of the JTR bundle, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide.*

Rule Name	Rule Options
Reimbursement interval, domestic	• **Calendar day**
Alternative calculation: Reimbursement interval, domestic	• **No alternative calculation**
Reimbursement interval, foreign	• **Calendar day**

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Rule Name	Rule Options
Location for rate determination, domestic	• **Based on time of arrival, including the first leg**
Location for rate determination, foreign	• **Based on time of arrival, including the first leg**
Several locations in a reimbursement interval, domestic	• **Rate of the last location**
Several locations in a reimbursement interval, foreign	• **Rate of the last location, but giving preference to the last foreign location** *(default for Incidentals and Meals)* • **Rate of the last location** *(default for Lodging)*
Several domestic locations in a domestic reimbursement interval, foreign	• **No special handling for domestic locations**
Alternative calculation result	• **No alternative calculation**
Several itineraries on one date, durations	• **Keep all durations**
Several itineraries on one date, reimbursement rates	• **Keep all rates**
Deductions	• **Ignore deduction time**
Day for exchange rate	• **Current daily exchange rate**

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

4. Click **Back**.

Viewing Trip Types (None)

The JTR bundle does not contain any **Trip Types**.

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Viewing Meal Types (Available and Provided)

Rate Bundles contain **Meal Types**.

To view meal types:

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

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

The **View Meal Types** page displays.

3. Click **Back**.

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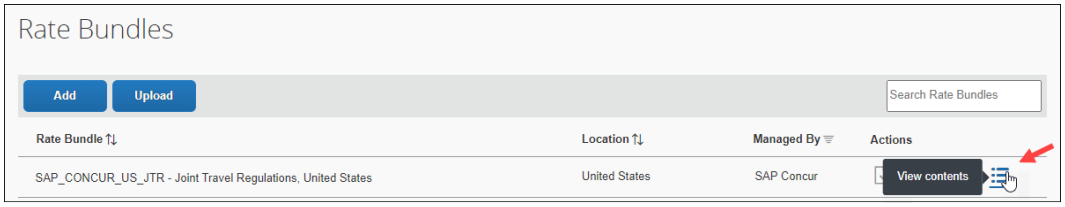
Viewing Lodging Types (None)

The JTR bundle does not contain any **Lodging Types**.

Viewing Rates

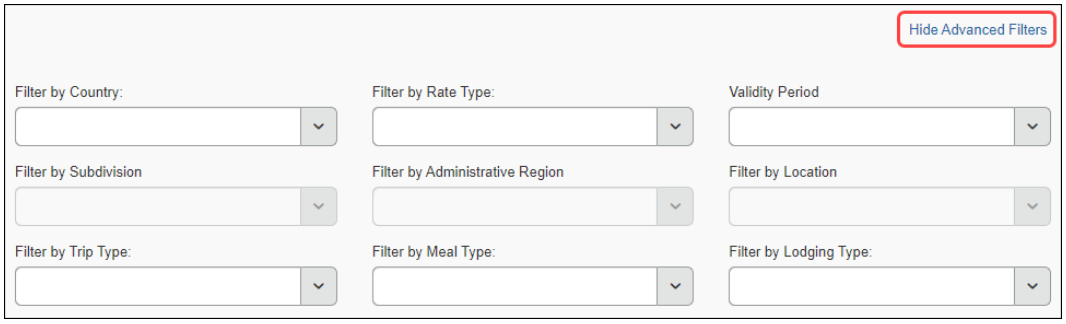
To view rates:

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



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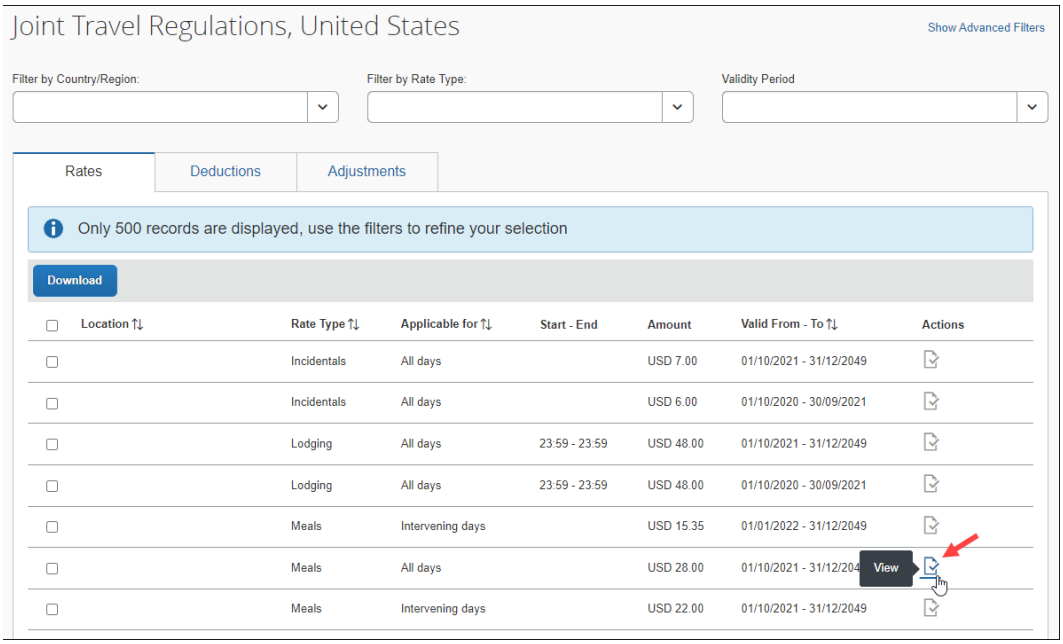
4. Click **View** ( ) on the desired row.



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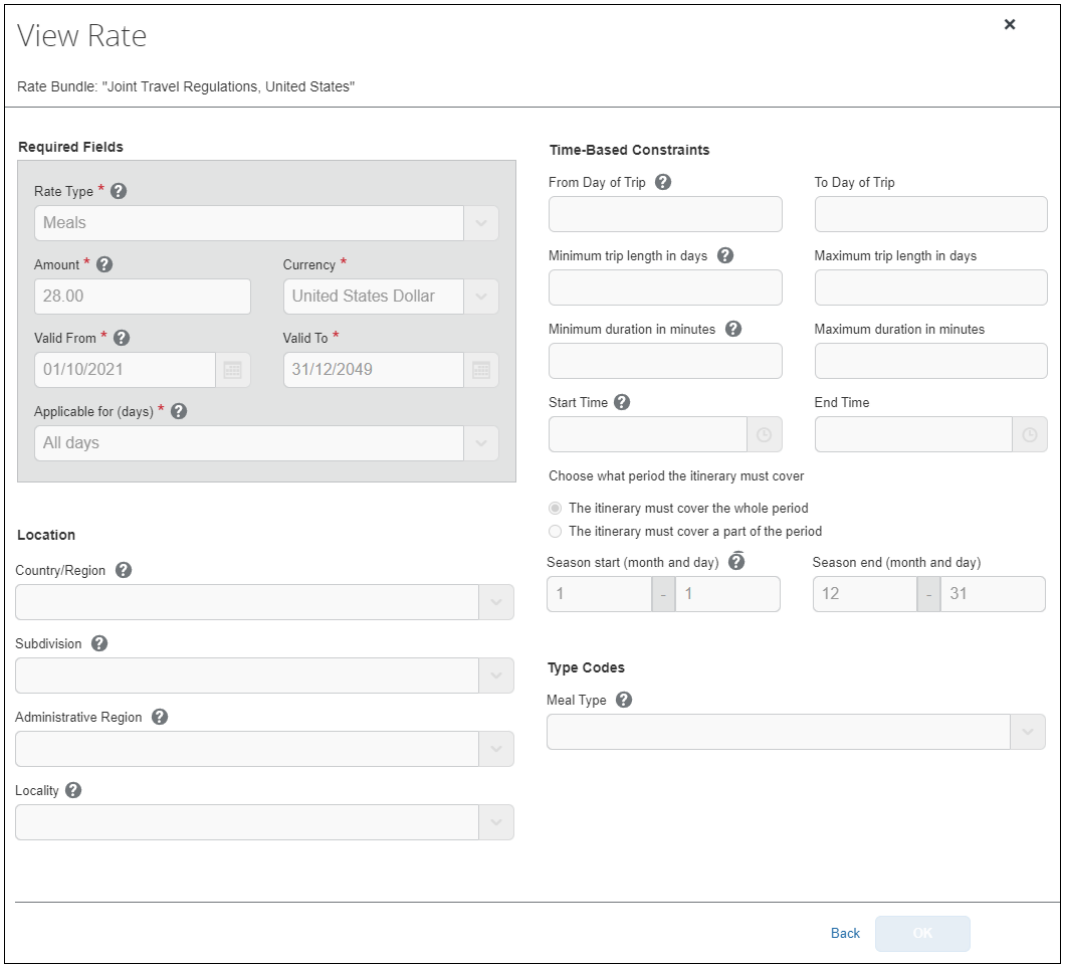
The details of the rate display.

Example



The following table describes the read-only values that exist in the JTR rates.

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*.
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.

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Field	Description
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.
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.

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Field	Description
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 **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 values are as follows: • Meals Available (1 or 2) is linked to the Proportional Meal Rate (PMR), with an amount that varies by location. • Meals Available (3) is linked to the Government Meal Rate (GMR), with a standard amount across all locations. • Meals Provided (1 or 2) is linked to the Proportional Meal Rate (PMR), with an amount that varies by location. • Meals Provided (3) is linked with a $0 rate.

5. Click **Back**.

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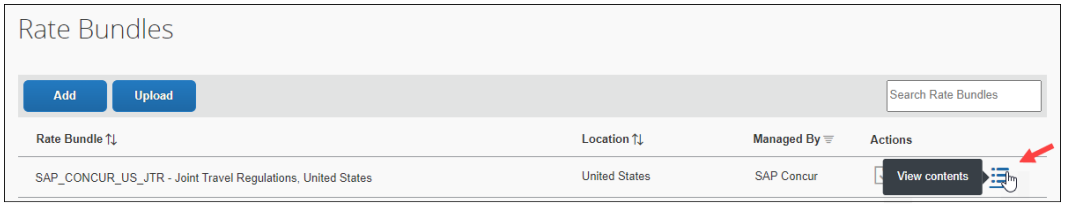
Viewing Deductions

To view deductions in a rate bundle:

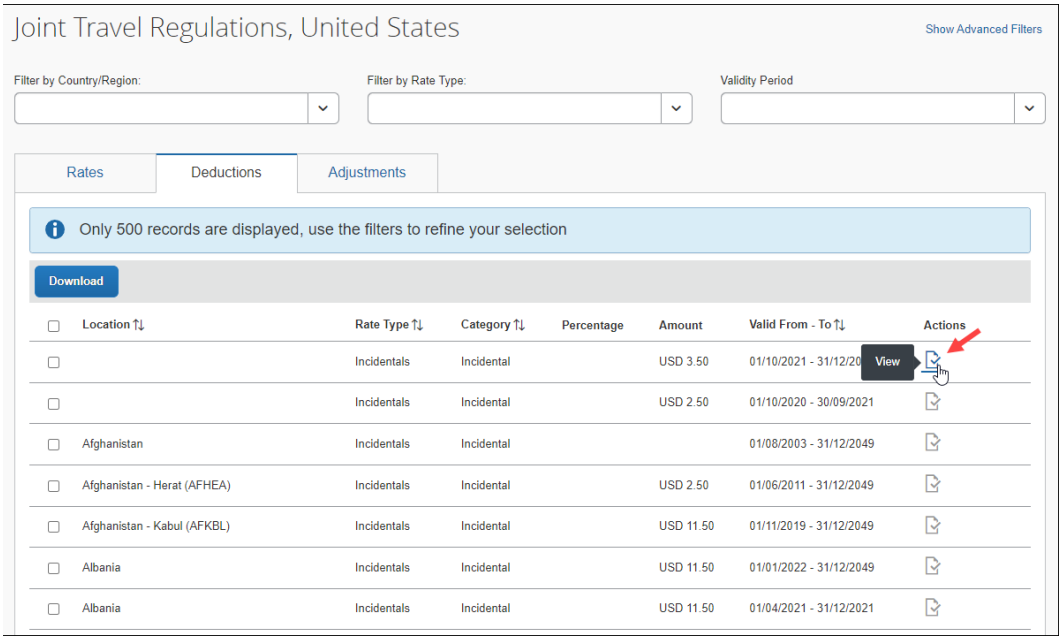
1. On the **Rate Bundles** page, in the bundle's row, click **View contents** ( ).



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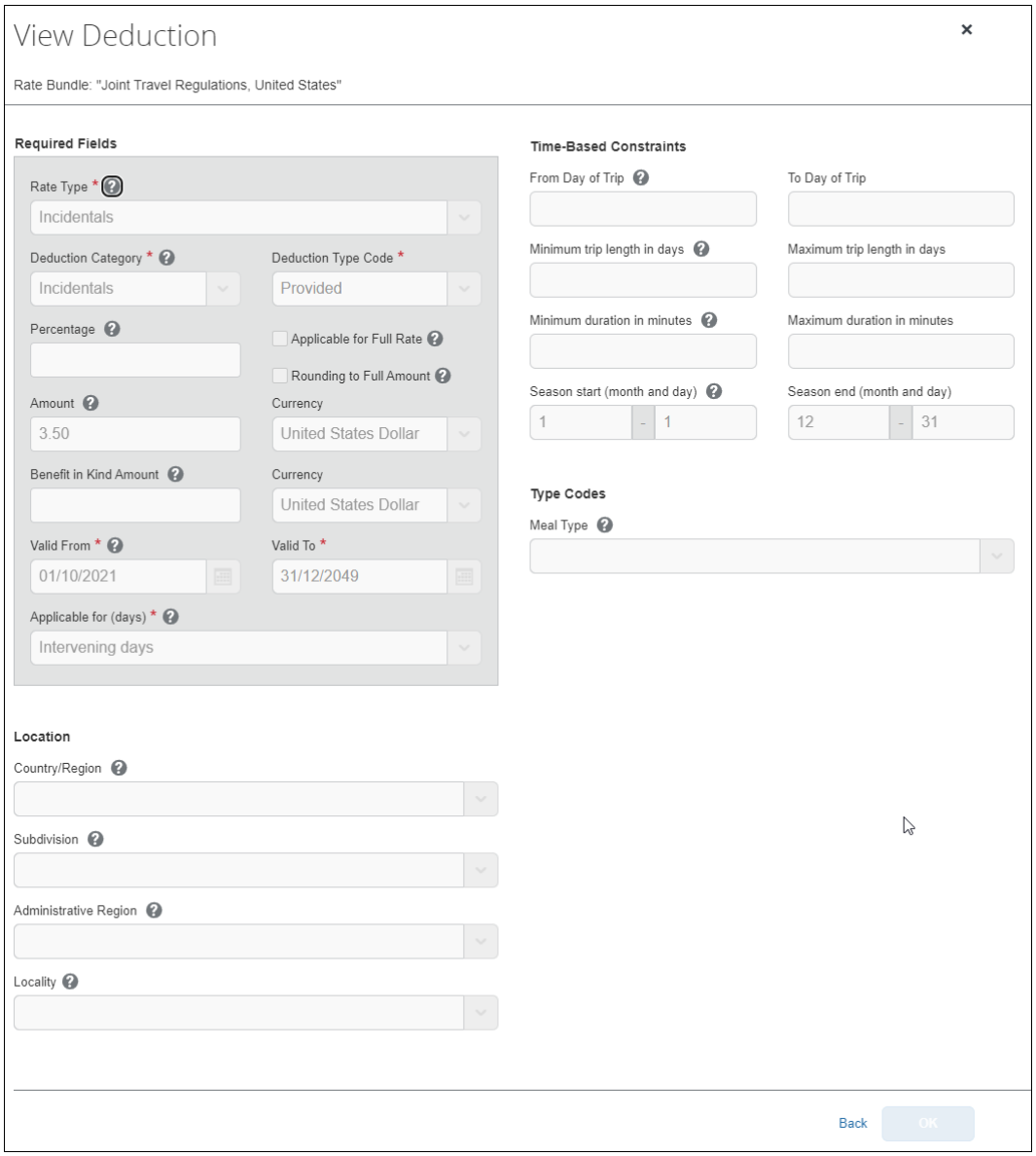
4. The **View Deduction** page displays.



The following table describes the read-only values that exist in the JTR deductions.

For more information about custom 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*.
Required Fields Deduction Category *	This value is a further break-down of the **Rate Type**.

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Field	Description
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 *First day*, *Last day*, *All days*, or *Intervening days.* For the first and last days, rates may be lower, since travel days are not full days. 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. **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.
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.

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Field	Description
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 itinerariesor trips.
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.

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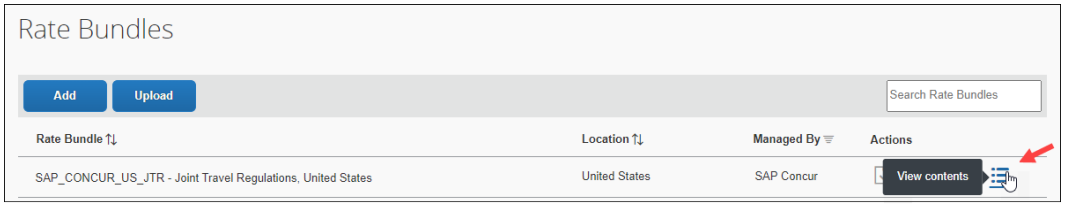
Field	Description
Time-Based Contraints Minimum duration in minutes Maximum duration in minutes	If these fields are used for this deduction, they will display a number range of minutes to which this deduction applies.
Time-Based Contraints Season start (month and day) Season end (month and day)	If these 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 **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.	Type codes are not used for Deductions in the United States JTR rate bundle.

5. Click **Back**.

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).

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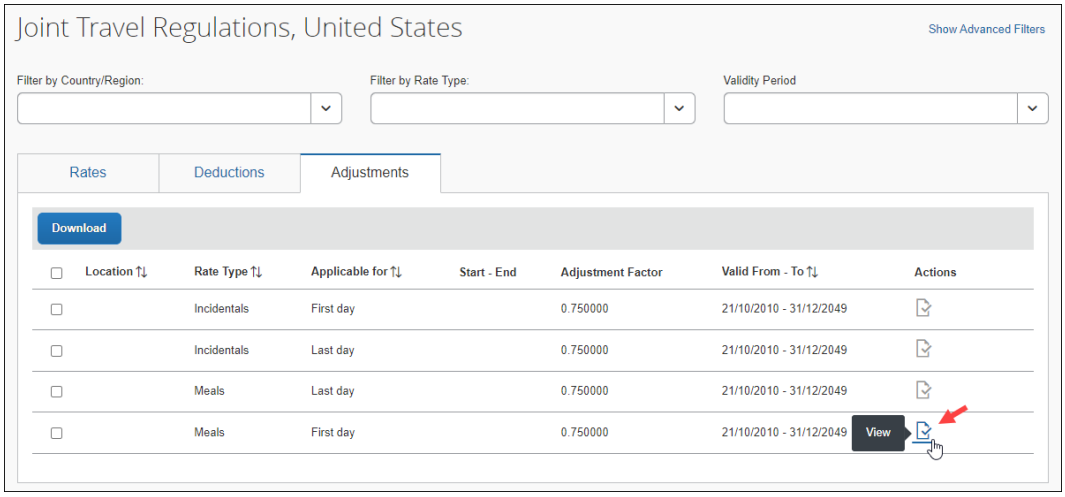
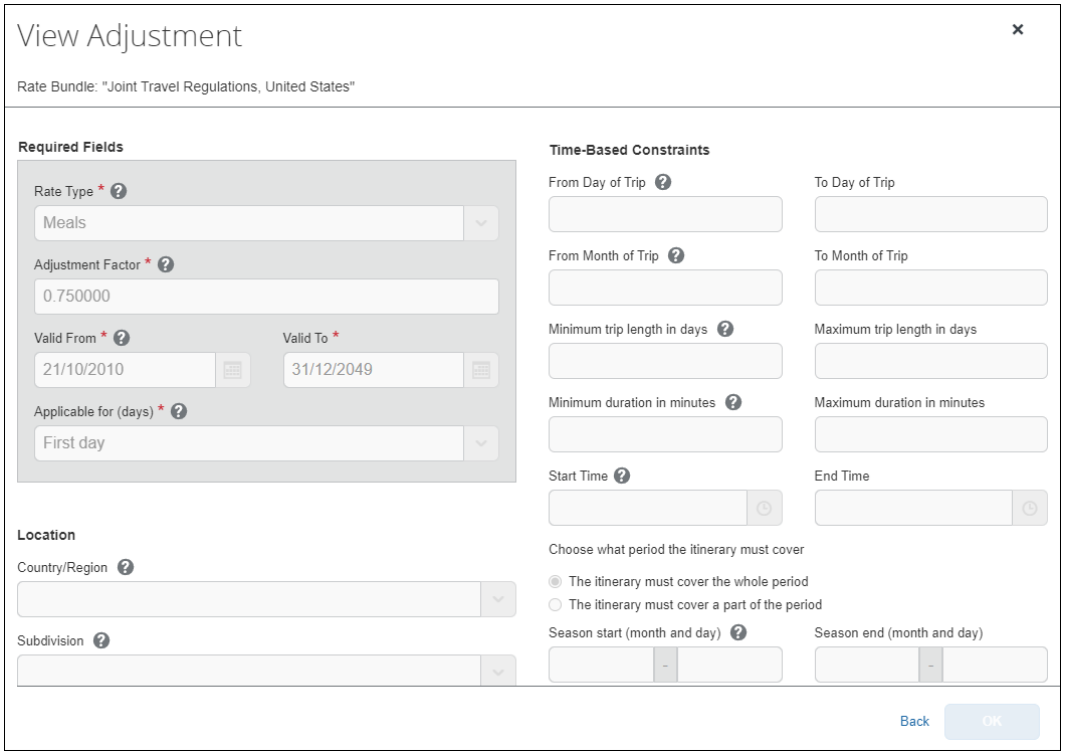
3. In the desired row, click **View** ( ).



4. The **View Adjustment** page displays.



The following table describes the read-only values that exist in the JTR adjustments.

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 Adjustment Factor *	This number either increases or reduces the rate. A number greater than 1 will increase the rate while a decimal number less than 1 will reduce the rate.
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 adjustment, they display a number range of days during which the adjustment applies. **NOTE:** This setting creates a per trip deduction constraint and does not apply across multiple itinerariesor trips.
Time-Based Contraints From Month of Trip To Month of Trip	If these fields are used for this adjustment, they display a number range of days during which the adjustment applies. **NOTE:** This setting creates a per trip adjustment constraint and does not apply across multiple itinerariesor trips.
Time-Based Contraints 3-Month Rule	If this checkbox is selected, the 3-month rule is enabled for this adjustment.

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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 adjustment, they display a number range of days from 1 to 999 to which this adjustment applies. This setting may be used when single-day trips have different adjustment than multi-day trips. For example, when both the minimum and maximum days display 1, then this adjustment 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 adjustment, they display a number range of minutes to which this adjustment applies.
Time-Based Contraints Start Time End Time	If these fields are used for this adjustment, they display a time range to which this adjustment applies.
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 adjustment, the other cannot be used because these choices are mutually exclusive.
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 adjustment, they display months and days to which this adjustment applies. This setting is used when adjustments are different depending on the season.
Type Codes **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.	Type codes are not used for Adjustments in the United States JTR rate bundle.

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5. Click **Back**.

Section 5: US JTR-Specific Validations, Calculations Logic, and Adjustments

In the JTR travel allowance bundle, the definition of a business trip is when the user travels to a location that is not the regular workplace regardless of whether the trip is started from home or from the office. The system calculates reimbursements based on the duration the user is away from the user's home location during each day of the trip.

The most common method of reimbursement in the United States for JTR uses daily allowances for meals and actuals versus limits 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 and thus taxable to the user.

Rates

The rate paid for the traveler's first day of travel (day of departure) is based on the traveler's location at midnight. This is generally, but not always, the destination location. The rate paid for the traveler's day of return is based on where the traveler spent the previous night.

Meals and Incidentals Allowance

All United States travel allowance meals and incidentals calculations are based on **location**.

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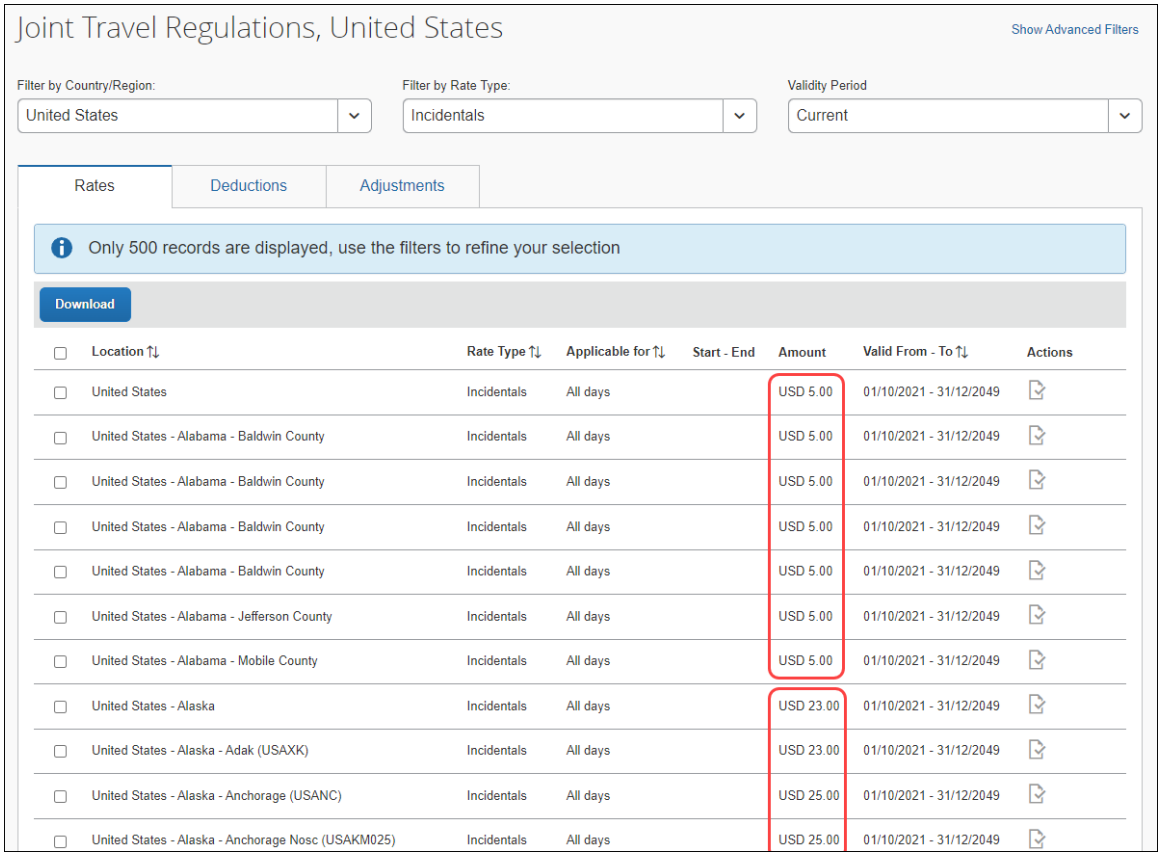
Incidentals

All domestic locations in the lower 48 states have the same reimbursement amount. While locations outside of the continental United States (OCONUS) such as Alaska and Hawaii (and foreign locations) have varying rates.



Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
United States	Incidentals	All days		USD 5.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Incidentals	All days		USD 5.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Incidentals	All days		USD 5.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Incidentals	All days		USD 5.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Incidentals	All days		USD 5.00	01/10/2021 - 31/12/2049	
United States - Alabama - Jefferson County	Incidentals	All days		USD 5.00	01/10/2021 - 31/12/2049	
United States - Alabama - Mobile County	Incidentals	All days		USD 5.00	01/10/2021 - 31/12/2049	
United States - Alaska	Incidentals	All days		USD 23.00	01/10/2021 - 31/12/2049	
United States - Alaska - Adak (USAXK)	Incidentals	All days		USD 23.00	01/10/2021 - 31/12/2049	
United States - Alaska - Anchorage (USANC)	Incidentals	All days		USD 25.00	01/10/2021 - 31/12/2049	
United States - Alaska - Anchorage Nosc (USAKM025)	Incidentals	All days		USD 25.00	01/10/2021 - 31/12/2049	

NOTE: The location "**United States**" (not followed by a state) is for locations no otherwise specified on the list.

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Meals

Reimbursement rates vary by location, duration, season, and provided meals.

Joint Travel Regulations, United States

Show Advanced Filters

Filter by Country/Region: United States

Filter by Rate Type: Meals

Validity Period: Current

Rates | Deductions | Adjustments

Only 500 records are displayed, use the filters to refine your selection

Download

Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
United States	Meals	Intervening days		USD 15.35	01/01/2022 - 31/12/2049	
United States	Meals	Intervening days		USD 35.00	01/10/2021 - 31/12/2049	
United States	Meals	All days		USD 54.00	01/10/2021 - 31/12/2049	
United States	Meals	Intervening days		USD 35.00	01/10/2021 - 31/12/2049	
United States	Meals	Intervening days		USD 0.00	01/01/1970 - 31/12/2049	
United States - Alabama - Baldwin County	Meals	Intervening days		USD 15.35	01/01/2022 - 31/12/2049	
United States - Alabama - Baldwin County	Meals	Intervening days		USD 40.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Meals	Intervening days		USD 40.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Meals	Intervening days		USD 40.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Meals	All days		USD 64.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Meals	All days		USD 64.00	01/10/2021 - 31/12/2049	
United States - Alabama - Baldwin County	Meals	Intervening days		USD 40.00	01/10/2021 - 31/12/2049	

NOTE: The location "**United States**" (not followed by a state) is for locations not otherwise specified on the list.

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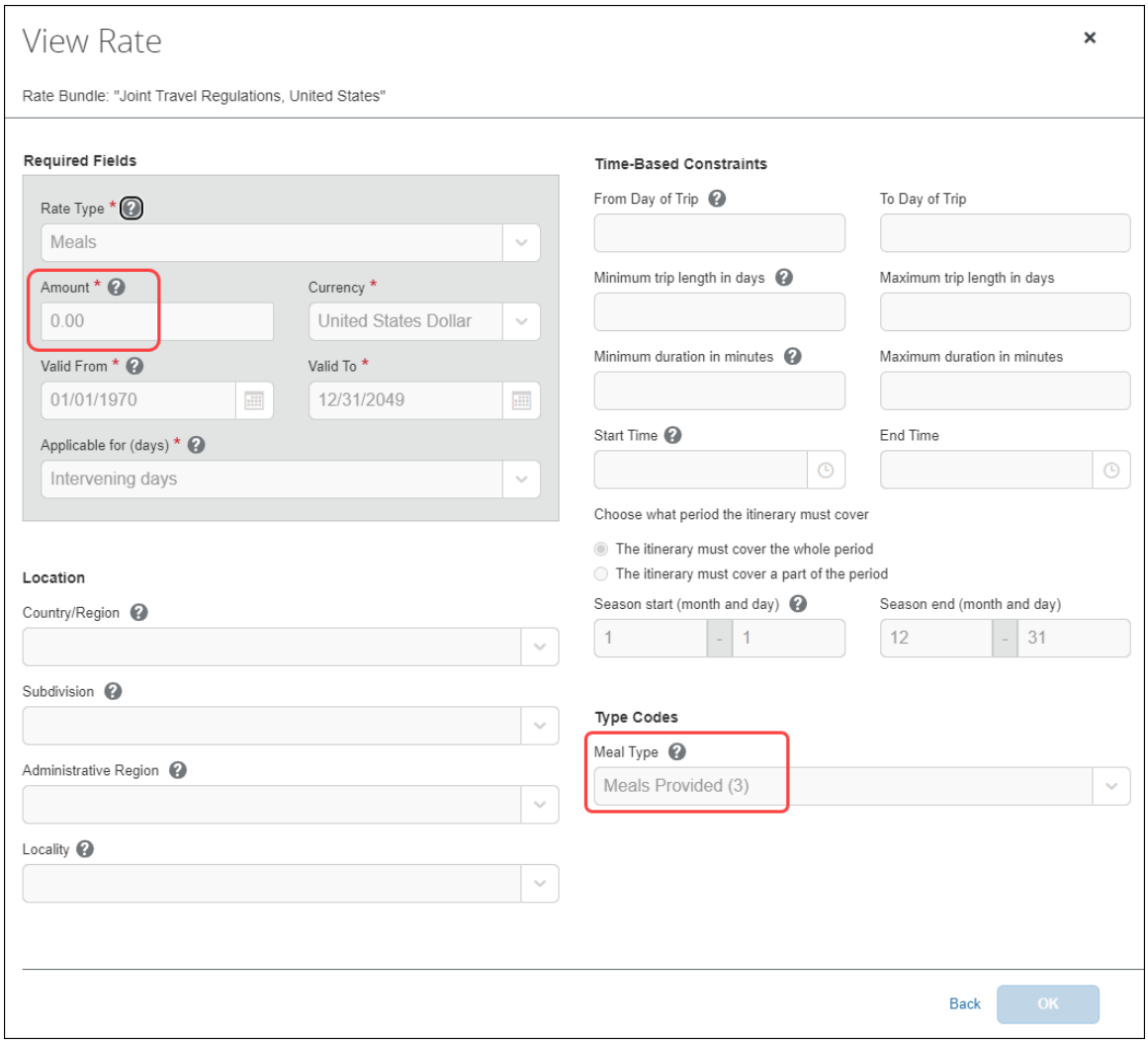
The row for the rate that is **USD 0.00** for **Intervening days** is the rate used when three meals have been provided.



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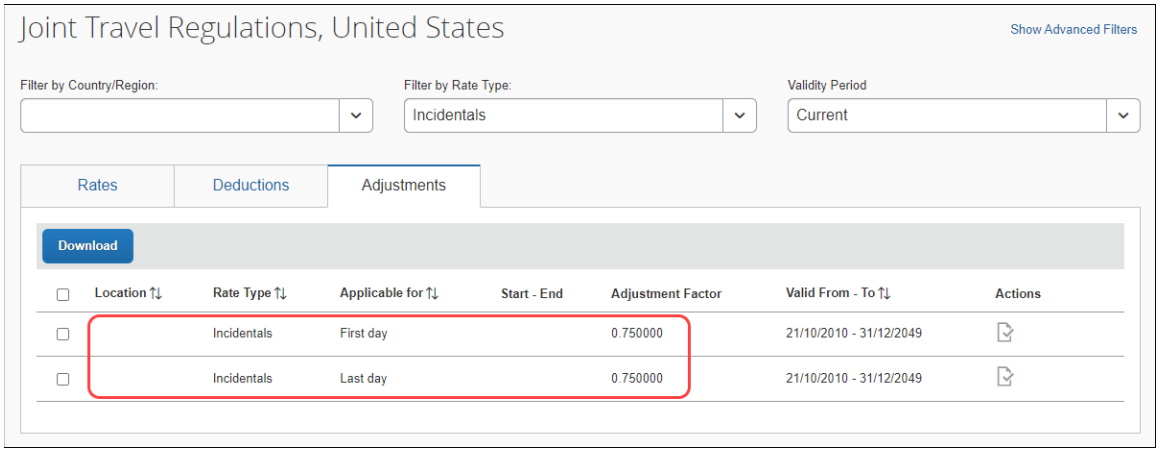
Multiple-Day Trips – First Day and Last Day

For all locations, the first day and last day meals and incidentals amounts are each adjusted to 75% of the reimbursable amount for a full day.



Single Day Trips Less Than 12 Hours

If the trip lasts than 12 hours, the traveler is not eligible for any travel allowance.

Single Day Trips More Than 12 Hours But Less Than 24 Hours

If the trip last between 12 and 24 hours, **Meals** and **Incidentals** amounts are each adjusted to 75% of the reimbursable amount for a full day.

Trips Spanning 2 Calendar Days

If the trip spans two calendar days, **Meals** and **Incidentals** amounts are each adjusted to 75% of the reimbursable amount for a full day.

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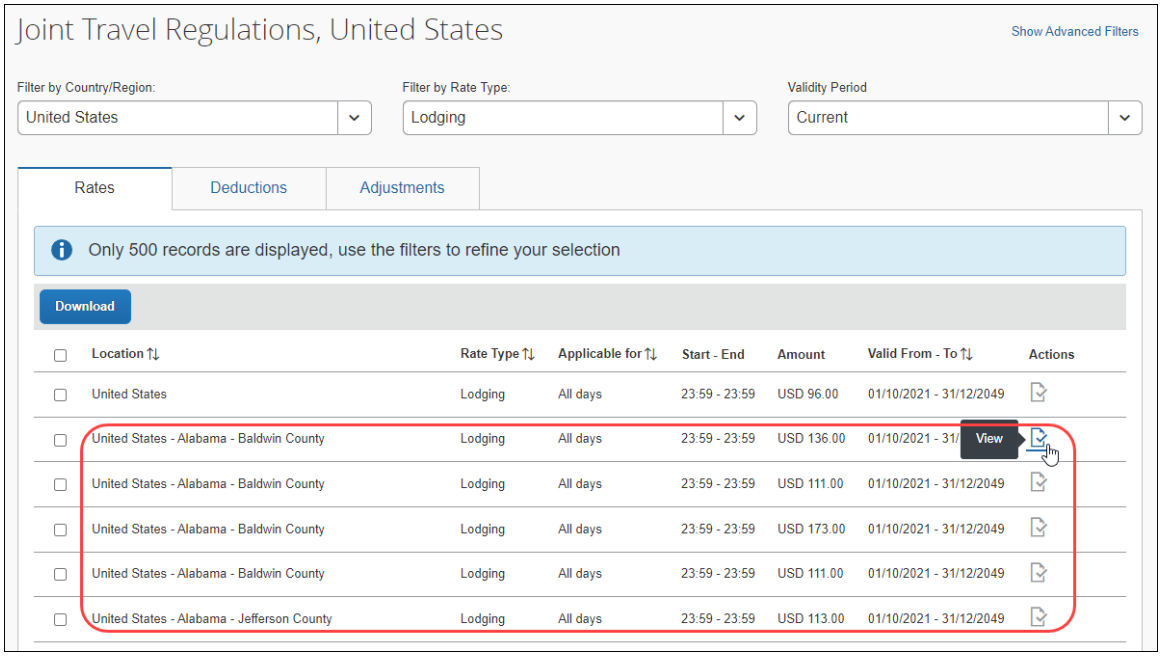
Lodging Allowance

All United States JTR travel allowance lodging calculations are based on location (county) at midnight. All locations within a county have the same rate, but the four seasons of the year have varying rates which display an individuals rows on the **Rates** tab.



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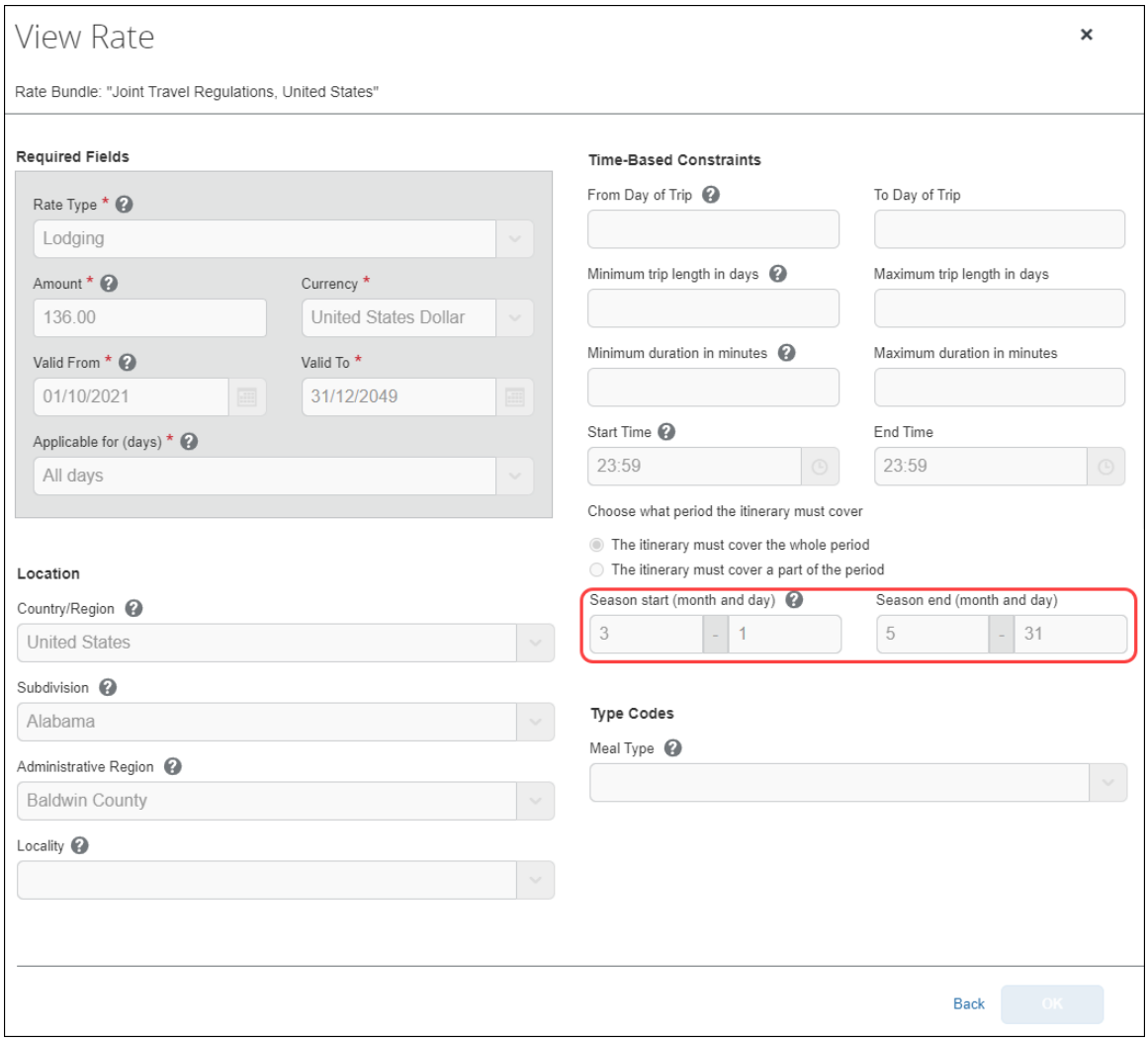
For example, viewing one of the rows for **United States – Alabama – Baldwin County**, displays the **Season** configuration.



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 United States JTR bundle.

NOTE: When using a configurable bundle along with a statutory bundle, the configurable bundle only needs to contain 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 such as:

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- No percentage reduction for first day and last day allowances for executive staff

If desired, the system can be configured to pay higher or lower than the statutory amounts for meals allowances.

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

Extended Trip Adjustments

The United States JTR bundle is not configured with extended trip calculations. You can configure the client bundle with adjustments for extended trips.

EXAMPLE

When a trip exceeds 30 days and you wish to reduce the allowance to 70%, i.e., the allowance starting on the 31st day would be reduced to 70% of the original amount, this requires configuring the **Adjustment Factor**.

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