PER DIEM

ADDING PER DIEM TO YOUR REPORT
& CHANGING YOUR ITINERARY
Adding Per Diem

Once you have filled out your Report Header, click “Next”.

You will then be asked “Will this Report include meals per diem?” Click “Yes”.
IF YOU DID NOT CLICK “YES” TO THE PER DIEM QUESTION, BUT NEED TO ADD PER DIEM TO YOUR REPORT, CLICK “DETAILS” AND THEN “NEW ITINERARY”
YOU **MUST** CHOOSE IN STATE OR OUT OF STATE/INTERNATIONAL

**When you travel in state, you are eligible for 100% per diem for all travel days.**

**Any other travel outside of GA requires you to change to “Out of State/International.”**

**If this is not correctly, your report will be sent back to you for revision. You will need to completely redo the per diem section of your report.**

*Please note, non-overnight travel is no longer eligible for per diem unless a special waiver has been approved by the Travel Dept.*
Importing Itinerary

If you booked your airfare in Concur, you have the option to click the “Import Itinerary” button. This will pull in your itinerary for per diem (so you do not have to manually add it).

Please double check the itinerary, to make sure the itinerary is correct.
Create New Itinerary Stop:
Type in the city you departed from, date, time. Then, the city you arrived in, date, and time. Click “Save”. This is the first day of your itinerary.
- Fill out another itinerary stop and "Save".
- You should now have your full itinerary (unless you travelled to multiple cities). If you travelled to multiple cities, please continue to fill out your itinerary.

You must have at least two lines for your itinerary. (Unless you only travelled one day).
CLICK “EXPENSES AND ADJUSTMENTS” OR “NEXT” TWICE
Here you will see the per diem calculated.

Indicate which meals you **DO NOT** want to claim (see breakfast, lunch, and dinner provided). The per diem amounts will automatically populate on the right side.
For personal days, click the “Exclude All” box.

Next, click “Create Expenses”
YOUR PER DIEM IS NOW ADDED TO YOUR EXPENSE REPORT

*MAKE SURE TO INCLUDE YOUR CONFERENCE AT-A-GLANCE SCHEDULE TO YOUR REPORT AS BACKUP DOCUMENTATION SHOWING WHETHER MEALS WERE PROVIDED TO YOU OR NOT.
Changing Per Diem Itinerary

Go to:
- Details, Available Itineraries
Next, click on the Itinerary and then select “Unassign”
SELECT THE ITINERARY AGAIN, THEN CLICK “DELETE”
NOW THAT THE ITINERARY HAS BEEN DELETED, CLICK “CREATE NEW ITINERARY”
BEFORE YOU BEGIN PLUGGING IN YOUR “NEW ITINERARY STOP” INFORMATION, CHANGE THE “SELECTION” TO “OUT OF STATE/INTERNATIONAL 75%”