

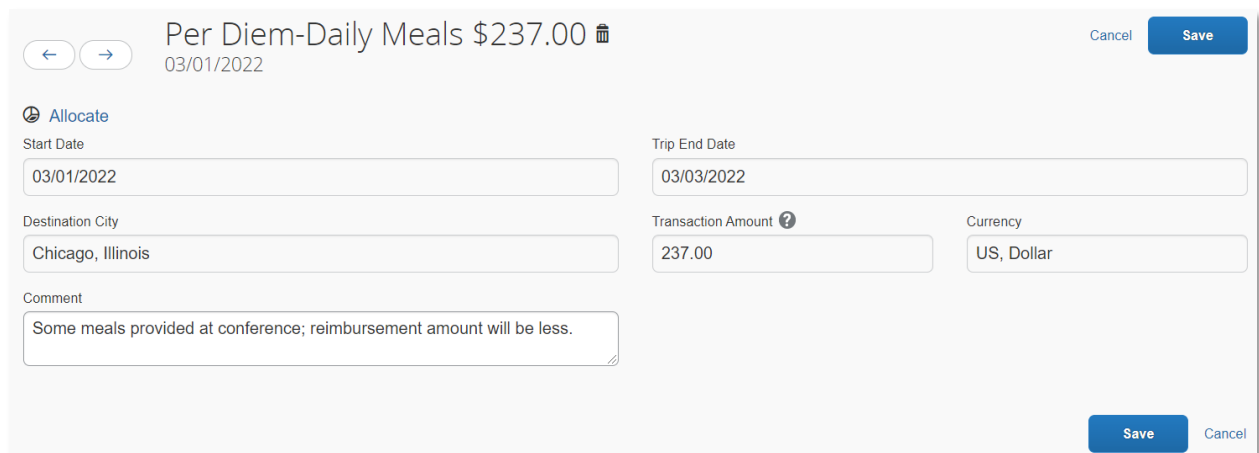
Reducing Per Diem Reimbursement

The guide details how to reduce the estimated per diem expense on a travel request and the per diem reimbursement amount on an expense report if the traveler will not be paid the full daily amount.

Travel Request

Expenses entered on a travel request should be considered estimates only, not the final amount that will be paid to the traveler. Concur will automatically calculate the estimated per diem expense based on the request's travel dates; it cannot be edited.

If the traveler will be expensing less than the estimated rate, they can simply enter a comment noting that the true expense will be less and submit the request with a slightly inflated total.



The screenshot shows a travel request form for a Per Diem line item. The title is "Per Diem-Daily Meals \$237.00" with a trash icon and a date of "03/01/2022". There are "Cancel" and "Save" buttons in the top right. Below the title is an "Allocate" button. The form contains several input fields: "Start Date" (03/01/2022), "Trip End Date" (03/03/2022), "Destination City" (Chicago, Illinois), "Transaction Amount" (237.00), and "Currency" (US, Dollar). A "Comment" field contains the text: "Some meals provided at conference; reimbursement amount will be less." There are "Save" and "Cancel" buttons in the bottom right.

Figure 1: Example travel request's Per Diem line and a comment noting the final amount will be less than estimated

Alternatively, if the traveler wishes to be more specific with their travel request, they can reduce the per diem by adding a second expense line and use the expense type Per Diem Reduction. The Per Diem Reduction should be a negative value.

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New Expense: Per Diem Reduction \$-50.00 Cancel **Save**

03/01/2022

[Allocate](#)

Transaction Date *

Transaction Amount *

Currency *

Description

Comment


Save Cancel

Figure 2: Example travel request's Per Diem Reduction line and a comment noting the reduction is due to meals provided at a conference

Expense Reports

The expense report reflects the actual expenses the traveler incurred and will be reimbursed; it likely differs from the estimated totals of the travel request and it should take into account any necessary reductions. While [entering the itinerary on the expense report](#), the user is able to subtract meals that were provided and should not be part of the per diem reimbursement.

If the user is not permitted to request reimbursement based on the default [US General Services Admin](#) rate, they can further reduce their per diem reimbursement by adding a Per Diem Reduction line. The Per Diem Reduction should be a negative value, and it will reduce the total amount the traveler is reimbursed.


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Travel Allowances For Report: Example Expense Report ☐ ✕

1 Create New Itinerary
2 Available Itineraries
3 Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/01/2020 Chicago, Illinois	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$58.00
<input type="checkbox"/>	11/02/2020 Chicago, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$76.00
<input type="checkbox"/>	11/03/2020 Chicago, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$42.00

<< Previous
Create Expenses
Cancel

Figure 1: The Travel Allowances function that allows users to reduce their per diem reimbursement by meals provided

Test Travel Report \$126.00
Copy Report
Submit Report

Not Submitted

Report Details ▼
Print/Share ▼
Manage Receipts ▼
Travel Allowance ▼

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to ▼

☐	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input type="checkbox"/>			Out of Pocket	Per Diem-Daily Meals	Chicago, Illinois	11/01/2020	\$58.00 <small>Allocated</small>
<input type="checkbox"/>			Out of Pocket	Per Diem-Daily Meals	Chicago, Illinois	11/02/2020	\$76.00 <small>Allocated</small>
<input type="checkbox"/>	💬		Out of Pocket	Per Diem Reduction		11/03/2020	\$-50.00 <small>Allocated</small>
<input type="checkbox"/>			Out of Pocket	Per Diem-Daily Meals	Chicago, Illinois	11/03/2020	\$42.00 <small>Allocated</small>
							\$126.00

Figure 2: Example expense report with per diem lines and a Per Diem Reduction line, reducing the total reimbursement amount