INTERNATIONAL TRAVEL – MEAL PER DIEMS

Overview: Duke policy allows departments to allow meal per diems for international travel. This quick reference provides guidance on how to process an expense report if meal per diems are allowed per department policy.

Paying Meal Per Diem for One Destination

Step 1
Create the Report Header for the expense report selecting an international trip type. Once the header is created, select Next at the bottom right of the screen.

Step 2
A warning exception message displays at the top of the screen. For meal per diems to calculate, a Travel Itinerary must be created. This can be pulled from the travel module in Concur if used to book travel or can be created if a Concur travel itinerary does not exist. The warning exception message provides details on the path to follow to create an itinerary. Select Next again to advance to the next screen.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
**Step 3**

On the next screen, go to **Details**. From the drop-down menu, under **Travel Allowances**, select **New Itinerary**. If you created an itinerary that should be used, select **Available Itineraries**.

![Image of Concur interface showing new itinerary option]

**Step 4**

When creating an itinerary where the per diem will be the same for the entire length of the trip, use the default **Standard Itinerary**. Enter information about the first day of travel. Select **Save**.

![Image of Concur interface showing standard itinerary selection]

**Step 5**

Enter information about the last day of travel. Select **Save**.

![Image of Concur interface showing last day of travel information]

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Step 6
When all information is entered and saved, select Next.

Step 7
Review the per diems amounts being paid for each day of the trip on the Expenses & Adjustments tab. This tab may display by default or you may need to select it. Use the check boxes to exclude specific days or specific meals. Notice how the per diem amount is reduced accordingly. Select Create Expenses.

Please note: Duke will pay 75% of the per diem rate on the first and last days of travel regardless of arrival/departure times.
**Step 8**

The meal per diems will appear in the expense report and the amount to be paid displays. Continue processing the report adding remaining corporate card and out-of-pocket expenses.
Paying Meal Per Diem for Multiple Destinations

Step 1
Create the Report Header for the expense report selecting an international trip type. Once header is created, select Next at the bottom right of the screen.

Step 2
A warning exception message displays at the top of the screen. For meal per diems to calculate, a Travel Itinerary must be created. This can be pulled from the travel module in Concur if used to book travel or can be created if a Concur travel itinerary does not exist. The warning exception message provides details on the path to follow to create an itinerary. Select Next again to advance to the next screen.
Step 3

On the next screen, go to **Details**. From the drop-down menu, under **Travel Allowances**, select **New Itinerary**. If you created an itinerary that should be used, select **Available Itineraries**.

Step 4

When creating an itinerary where the per diem will change based on different destinations throughout the trip, use the default **Standard Itinerary**. Enter information for the departure and arrival cities for the first day of the trip. Select **Save**.
Step 5

Enter information reflecting the date and time you departed one destination and arrived at another destination throughout the course of the trip. Select Save after each entry.

Step 6

Enter information about the last day of travel. Select Save.
Step 7

When all information is entered and saved, select Next.

Step 8

Review the per diems amounts being paid for each day of the trip on the Expenses & Adjustments tab. This tab may display by default or you may need to select it. Use the check boxes to exclude specific days or specific meals. Notice how the per diem amount is reduced accordingly. Select Create Expenses.

Please note: Duke will pay 75% of the per diem rate on the first and last days of travel regardless of arrival/departure times.
Step 8

The meal per diems will appear in the expense report and the amount to be paid displays. Continue processing the report adding remaining corporate card and out-of-pocket expenses.
Helpful Hints

- Concur’s per diem rate calculation is based upon the current Department of State rate for the destination. In some instances, departments choose to pay a reduced per diem rate for meals. To reduce the per diem, select New Expense and use the **Per Diem Reduction** expense type, the last day of the trip, and enter a negative dollar amount to reduce the per diem by the amount entered. Select Save to see the reduced amount.

![Image of Concur Expense Management interface showing per diem calculations and the ability to reduce per diem amounts.](image-url)