

# International Travel Expense Report (New Process)

These instructions will cover how to create and submit International Travel Expense Reports.

*Click on any of the links below to skip ahead to that section.*

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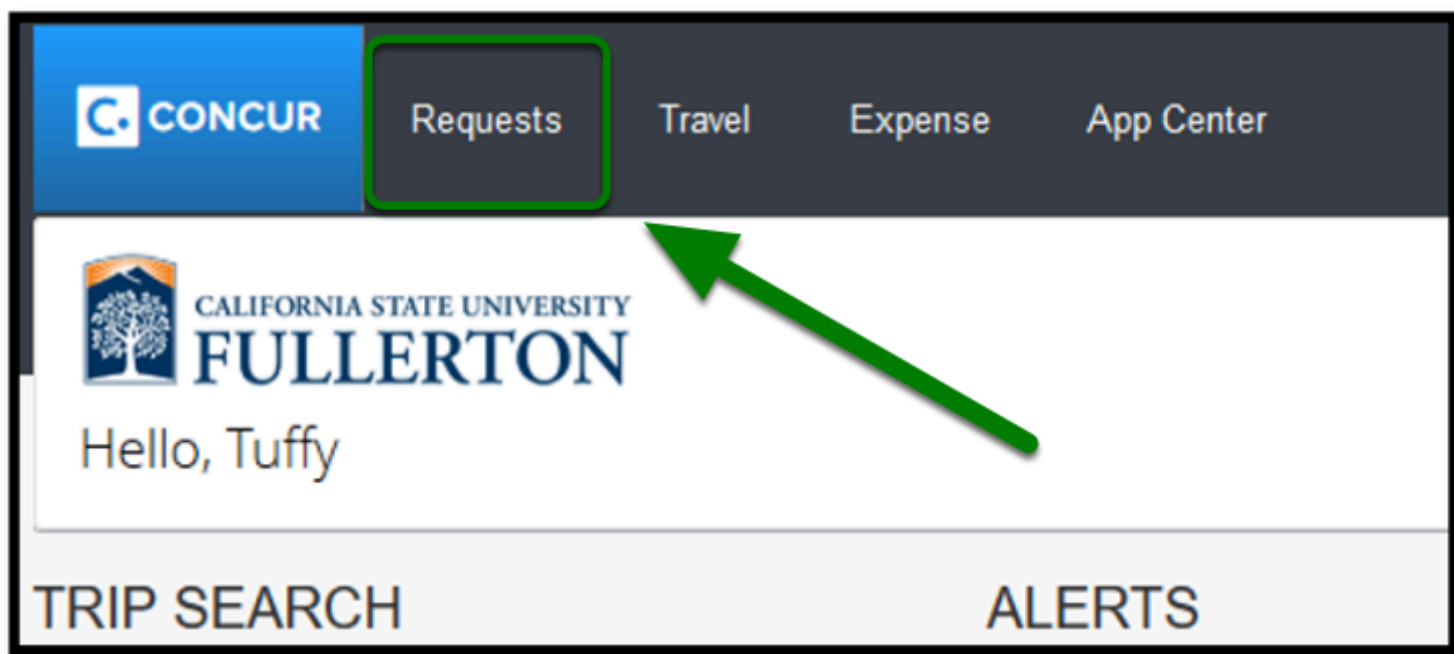
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• Multiple Stop Flights.....	0
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💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

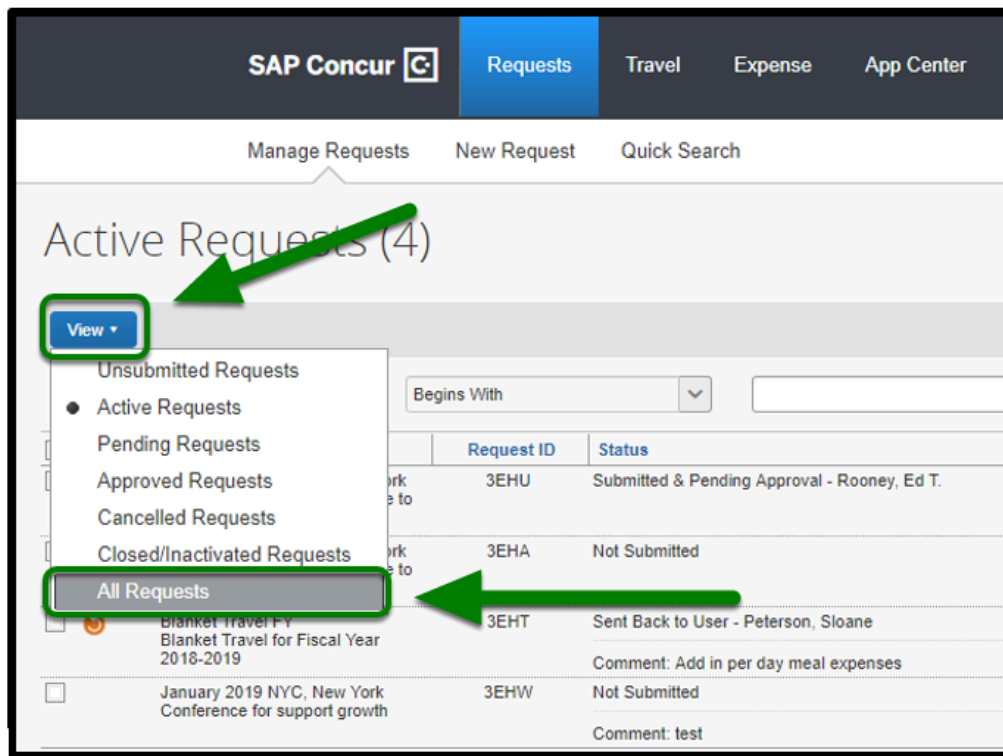
## Accessing International Travel Expense Report

These instructions will include how to access your International Expense Report, create an Itinerary and add expenses.

**Step 1:** When you are logged into Concur, click on **Requests** to see your travel requests.



**Step 2:** Once your page refreshes, go to **View** and click on **All Requests**.



**Step 3:** Click on the correct request.

For this example, we will be working with “**Jan 2018 Belgium**” Travel Request.

Manage Requests [View](#) [All Requests](#)

[Create New Request](#)

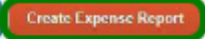
Request Type ↑↓	Request Name ↑↓	Status ↑↓	Request Dates	Requested ↑↓	Approved ↑↓
Travel	Jan 2018 Belgium ID: 3PXW	Not Submitted	11/16/2021 - 12/01/2021	\$1,500.00	\$1,500.00
Travel	Nov 2021 Las Vegas, NV ID: 3PXE	Not Submitted	11/15/2021 - 11/20/2021	\$0.00	\$0.00
Travel	NOV 2021 Portland, OR ID: 3PWM	Approved 10/27/2021	11/08/2021 - 11/12/2021	\$1,511.00	\$1,511.00
Travel	OCT 2021, New York City, NY ID: 3PWL	Approved 10/27/2021	10/28/2021 - 10/31/2021	\$640.00	\$640.00
Travel	SEP 2021 Albany, NY ID: 3MQ9	Submitted & Pending Approval 04/07/2021	09/07/2021 - 09/14/2021	\$650.25	\$650.25
Travel	Jul 2021 China ID: 3PXG	Not Submitted	07/05/2021 - 07/23/2021	\$12,442.00	\$12,442.00



**Step 4:** When the page refreshes, click on the **Create Expense Report** button.

Manage Requests

Alerts: 2








Jan 2018 Belgium \$1,500.00  
Approved | Request ID: 3PXW

More Actions 


Request Details  



REPORTS: 1  
Amount  
\$3,163.00

EXPECTED EXPENSES

Alerts 	Expense type 	Details 	Date 	Amount 	Requested 
	Air Ticket	Los Angeles (LAX) - Brussels (BRU) : Round Trip	11/16/2021	\$1,500.00	\$1,500.00
	International Daily Allowance (Lodging)	Brussels, BELGIUM	11/16/2021	\$0.00	\$0.00
	International Daily Allowance (Meals & Incidentals)	Brussels, BELGIUM	11/16/2021	\$0.00	\$0.00
					Estimated Total: \$1,500.00


**Step 5:** Your page will refresh, and you will see that your expense report was created and you will see an Alerts drop down.




SAP Concur  Requests Travel Expense App Center

Help  Profile 








Manage Expenses View Transactions

Alerts: 2

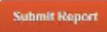
Jan 2018 Belgium \$0.00   
Not Submitted

Report Details   

REQUEST  
Approved  
\$1,500.00

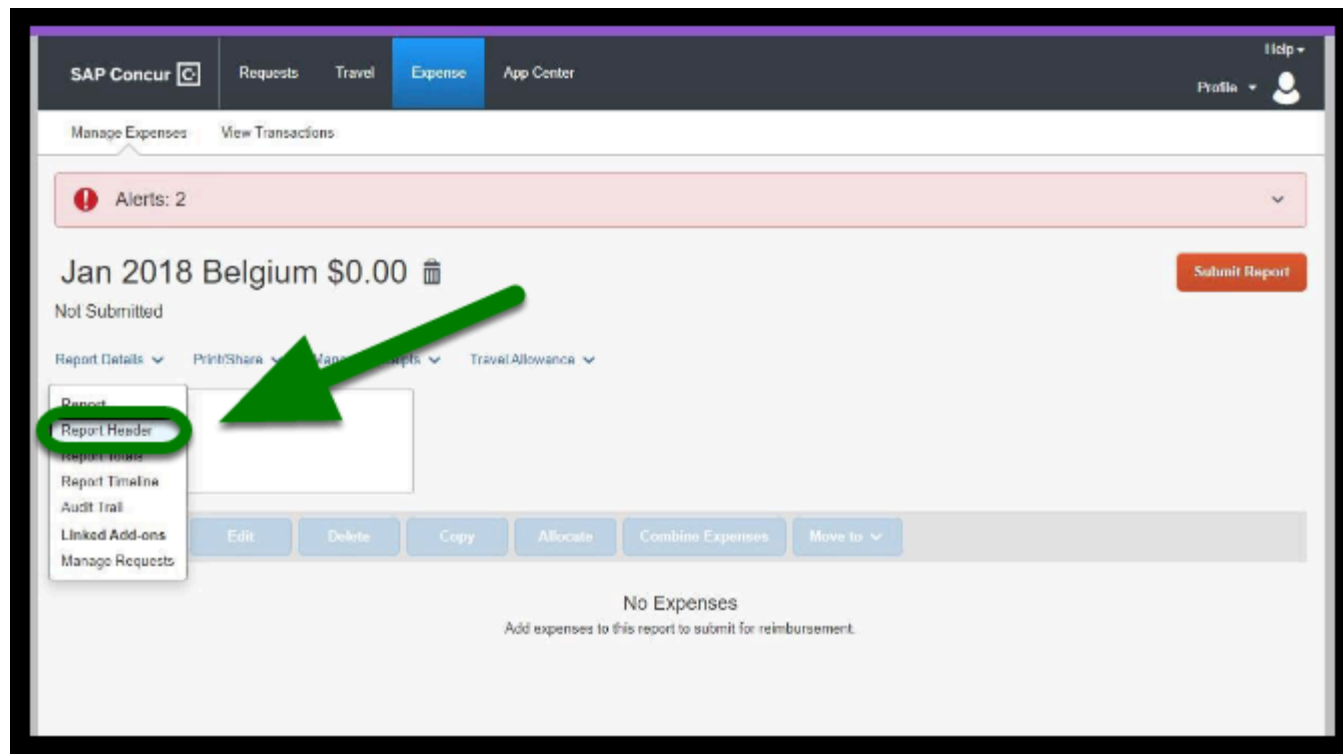
      

No Expenses  
Add expenses to this report to submit for reimbursement.



❗ Confirm that auto-populated information is accurate and fill in additional information.

**Step 6:** Click on the **Report Details** dropdown and select **Report Header**.



**Step 7:** Update the required fields that have a red asterisk.

**Report Header**  
Jan 2018 Belgium : \$0.00

**Alerts: 2**

Policy \*  
Test State Travel

Report/Trip Name \*  
Jan 2018 Belgium

Report Date  
11/17/2021

Report/Trip Start Date \*  
11/16/2021

Start Time \*  
12/01/2021

Report/Trip End Date \*  
12/01/2021

End Time \*  
12/01/2021

Trip Type \*  
International

Main Destination City \*  
Test International

Report/Trip Purpose \*  
Study Abroad

Event Name/Business Purpose  
Test International

Amount Address Current? \*  
No

Report ID  
55225CF19ADEANCA9F09

Report Currency  
US Dollar

Approval Status  
Not Submitted

Amount Not Approved  
0.00

Cancel Save

**Step 8:** Once information is inputted, click on the **Save** button.

Report ID  
A86F246CC49A42F8B13E

Approval Status  
Not Submitted

Cancel Save

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## New Itinerary

- i** The itinerary needs to include every leg of your trip during your travel dates. This can include flight, train, car, etc. If you traveled to different cities and stayed overnight, you will need to include this information.

**Step 1:** Click on **Travel Allowance**, and then select **Manage Travel Allowance**.

Jan 2018 Belgium \$0.00

Not Submitted

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

REQUEST  
Approved  
\$1,500.00

Manage Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

**Step 2:** Your page will refresh, and you will be directed to the **Travel Allowances For Report** page. You will be able to see if your itinerary exist or if you need to create a new itinerary.

Travel Allowances For Report: Jan 2018 Belgium

Create New Itinerary Available Itineraries Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Date Location
No Assigned Itineraries Found				

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Date Location
No Available Itineraries Found				

Process Reset

**Step 3:** If you select Create New Itinerary, you will be prompted to fill out the required fields.



Travel Allowances For Report: Jan 2018 Belgium

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Jan 2018 Belgium Selection: USGSA

Add Stop Create Itinerary Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: [Text Field]

Date: [Date Picker] Time: [Time Picker]

Arrival City: [Text Field]

Date: [Date Picker] Time: [Time Picker]

**Step 4:** Input the following required information:

- Departure City
- Date
- Time
- Arrival City
- Date
- Time

The screenshot shows a web form titled "New Itinerary Stop". It contains two main sections for travel details. The first section has a "Departure City" field with "Los Angeles, California" entered, followed by "Date" (01/01/2018) and "Time" (6:00 AM). The second section has an "Arrival City" field with "Brussels, BELGIUM" entered, followed by "Date" (01/01/2018) and "Time" (4:00 PM). A green rectangular box highlights these input fields. A green arrow points from the bottom right towards the "Save" button, which is partially visible at the bottom right of the form.

**Step 5:** Click the **Save** button when done.



**Step 6:** Once you click **Save**, your transportation information will be listed.

Itinerary Info

Itinerary Name: Jan 2018 Belgium Selection: USGSA

Buttons: Add Stop, Delete Stop, Import Itinerary

Departure City	Arrival City	Arrival Date Location
Los Angeles, California	Brussels, BELGIUM	01/16/2018 04:00 PM

New Itinerary Stop

Departure City: Brussels, BELGIUM

Date: [ ] Time: [ ]

Arrival City: Los Angeles, California

Date: [ ] Time: [ ]

**Step 7:** Next, repeat the steps for all legs of your trip.

New Itinerary Stop

Departure City: Brussels, BELGIUM

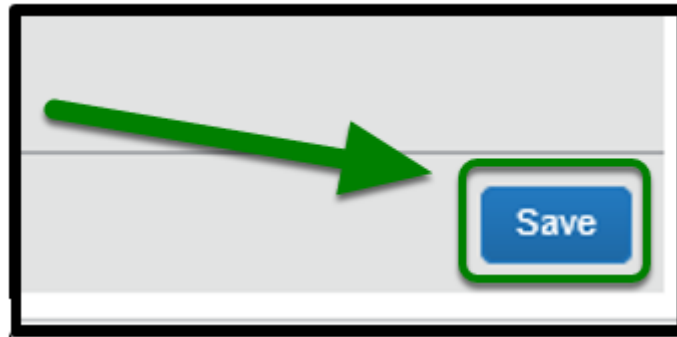
Date: 01/16/2018 Time: 6:00 AM

Arrival City: Los Angeles, California

Date: 01/16/2018 Time: 4:00 pm

Save

**Step 8:** Click the **Save** button when done.



**Step 9:** You will see the stops you have entered.

A screenshot of the 'Itinerary Info' form. The form includes fields for 'Itinerary Name' (Jan 2018 Belgium) and 'Selection' (US054). Below these are tabs for 'Add Stop', 'Create Itinerary', and 'Import Itinerary'. A table lists stops with columns for 'Departure City', 'Arrival City', and 'Arrival Date Location'. The first two rows are highlighted with a green box. To the right, there is a 'New Itinerary Stop' section with fields for 'Departure City', 'Date', 'Time', 'Arrival City', and 'Date'. A green arrow points from the table area towards the 'Next >>' button at the bottom of the page.

Departure City	Arrival City	Arrival Date Location
Los Angeles, California 01/01/2018 06:00 AM	Brussels, BELGIUM 01/01/2018 04:00 PM	BRUSSELS, BELGIUM
Brussels, BELGIUM 01/16/2018 06:00 AM	Los Angeles, California 01/16/2018 04:00 PM	LOS ANGELES COUNTY, US-CA, US

**Step 10:** Click **Next** to continue.

A screenshot of the bottom of the form. It shows three buttons: 'Go to Single Day Itineraries', 'Next >>', and 'Cancel'. A green arrow points from the top left towards the 'Next >>' button, which is highlighted with a green box.

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# Travel Allowances

Once you have inputted the amount of legs on your trip, follow the following instructions to complete your expense report.

**Step 1:** The page will refresh to the **Travel Allowances For Report** page.

Indicate the meals that were provided during your trip under the **Breakfast**, **Lunch**, and **Dinner** tabs by selecting the appropriate check boxes.

The screenshot shows the 'Travel Allowances For Report: Jan 2018 Belgium' page. It features a table with the following columns: 'Date/Location', 'Rate', 'Breakfast Provided', 'Lunch Provided', 'Dinner Provided', and 'Allowance'. The 'Breakfast Provided', 'Lunch Provided', and 'Dinner Provided' columns contain checkboxes. A large green arrow points to the 'Breakfast Provided' column. The 'Lunch Provided' and 'Dinner Provided' columns are highlighted with green rectangular boxes. The table lists multiple entries for '01/10/2018 Brussels, BELGIUM' with a rate of '\$142.00' and an allowance of '\$323.00'. At the bottom right, there are 'Update Expenses' and 'Cancel' buttons.

 Remove meals if you were not in the country during that time.

**Step 2:** If you are not claiming the Per Diem amount for meals and will be claiming actuals, you will need to select all meals as being provided.

Travel Allowances For Report: Jan 2018 Belgium

Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from  to  Go

Exclude   All <input type="checkbox"/>	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided
<input type="checkbox"/>	01/01/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/02/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/03/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/04/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/05/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/06/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/07/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/08/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/09/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

! You cannot claim meals over the Per Diem Rate.

**Step 3:** Once you have notated all the meals and lodging, click on **Create Expenses**.

\$302.00

<< Previous Create Expenses Cancel


**Step 4:** Upload a copy of the **Foreign Per Diem Rates** from U.S. Department of State to your expense report, if only actuals were claimed.

**Foreign Per Diem Rates In U.S. Dollars  
DSSR 925**


**Country: BELGIUM**  
**Publication Date: 06/01/2019**

Previous Rates: 06/01/2019





Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BELGIUM	Antwerp	01/01	12/31	190	105	295	N/A	12/01/2018
BELGIUM	Brugge	01/01	12/31	128	91	219	<a href="#">View</a>	12/01/2018
BELGIUM	Brussels	01/01	12/31	173	136	309	N/A	12/01/2018
BELGIUM	Diegem	01/01	12/31	173	136	309	N/A	12/01/2018
BELGIUM	Kleine Brogel	01/01	12/31	114	80	194	N/A	12/01/2018
BELGIUM	Liege	01/01	12/31	140	75	215	N/A	12/01/2018
BELGIUM	Other	01/01	12/31	81	71	152	N/A	12/01/2018
BELGIUM	SHAPE/Chievres	01/01	12/31	110	80	190	N/A	12/01/2018
BELGIUM	Zaventem	01/01	12/31	173	136	309	N/A	12/01/2018

 See checklist for more information.


**Step 5:** Your page will refresh to show your expenses have been automatically created.


















Jan 2018 Belgium \$3,163.00 

Not Submitted


Report Details   Manage Receipts  Travel/Allowance 


REQUEST  
Approved  
\$1,500.00

[Add Expense](#) [Edit](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) 

<input type="checkbox"/>	Alerts 	Receipt 	Payment Type 	Expense Type 	Vendor Details 	Date 	Requested 
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels, BELGIUM	01/16/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels, BELGIUM	01/15/2018	\$151.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels, BELGIUM	01/15/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels, BELGIUM	01/14/2018	\$151.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels, BELGIUM	01/14/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels, BELGIUM	01/13/2018	\$151.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels, BELGIUM	01/13/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels, BELGIUM	01/12/2018	\$151.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels, BELGIUM	01/12/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels, BELGIUM	01/11/2018	\$151.00

**Step 6:** If you are not claiming the Per Diem amount for lodging, please select the check boxes listed next to the International Daily Allowance (Lodging) expenses.

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) 

<input type="checkbox"/>	Receipt	Payment Type	Expense Type 	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/29/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/28/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/27/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/26/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/25/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/24/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/23/2019	\$288.00

**Step 7:** Then click on the **Delete** button.



<a href="#">Add Expense</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a> <a href="#">Allocate</a> <a href="#">Combine Expenses</a> <a href="#">Move to ▾</a>						
<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type ▲	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/29/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/28/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/27/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/26/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/25/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/24/2019	\$288.00
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	International Daily Allowance (Lodging)	London, UNITED KINGDOM	11/23/2019	\$288.00

**Step 8:** To go back and edit the International Daily Allowance for Meals & Incidentals, select **Travel Allowance**, then go to **Manage Travel Allowance**.

Jan 2018 Belgium \$3,163.00 
  
Not Submitted

[Report Details ▾](#)
[Print/Share ▾](#)
[Manage Receipts ▾](#)
[Travel Allowance ▾](#)

REQUEST
  
Approved
  
\$1,500.00

[Manage Travel Allowance](#)

[Add Expense](#)
[Edit](#)
[Delete](#)
[Copy](#)
[Allocate](#)
[Combine Expenses](#)
[Move to ▾](#)

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)

**Step 9:** Click on the **Expenses & Adjustments** tab.

Travel Allowances For Report: Jan 2018 Belgium

Create New Itinerary Available Itineraries **Expenses & Adjustments**

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City
Itinerary: Jan 2018 Belgium		
Los Angeles, California	01/01/2018 06:00 AM	Brussels, BELGIUM
Brussels, BELGIUM	01/16/2018 06:00 AM	Los Angeles, California

**Step 10:** The **Travel Allowances for Report** window will display and you can make appropriate adjustments.

Travel Allowances For Report: Jan 2018 Belgium

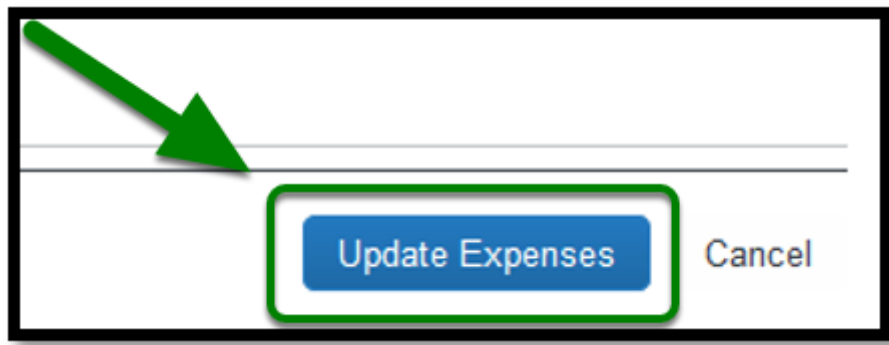
Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from  to  Go

Exclude | All ☐

	Date/Location	Meals Rate	Breakfast Provided
<input type="checkbox"/>	01/01/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/02/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/03/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/04/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/05/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/06/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01/07/2018 Brussels, BELGIUM	\$142.00	<input checked="" type="checkbox"/>

**Step 11:** Click **Update Expenses** when done.



**Step 12:** Continue to add in all other expenses.

Jan 2018 Belgium \$3,163.00

Copy Report

Submit Report

Not Submitted

Report Details

Print/Share

Manage Receipts

Travel Allowance

REQUEST

Approved

\$1,500.00

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to


<input type="checkbox"/>	Alerts	Receipts	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels BELGIUM	01/16/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels BELGIUM	01/15/2018	\$181.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels BELGIUM	01/15/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels BELGIUM	01/14/2018	\$181.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels BELGIUM	01/14/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels BELGIUM	01/13/2018	\$181.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels BELGIUM	01/13/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels BELGIUM	01/12/2018	\$181.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Meals & Incidentals)	Brussels BELGIUM	01/12/2018	\$28.00
<input type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Brussels BELGIUM	01/11/2018	\$181.00



See [Travel Expense Report](#) for further instructions.

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# International Travel Expense Report Checklist

 If you would like to use a checklist, click on [International Travel Expense Report Checklist](#)

## Need more help?

 Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu) or at 657-278-3600.