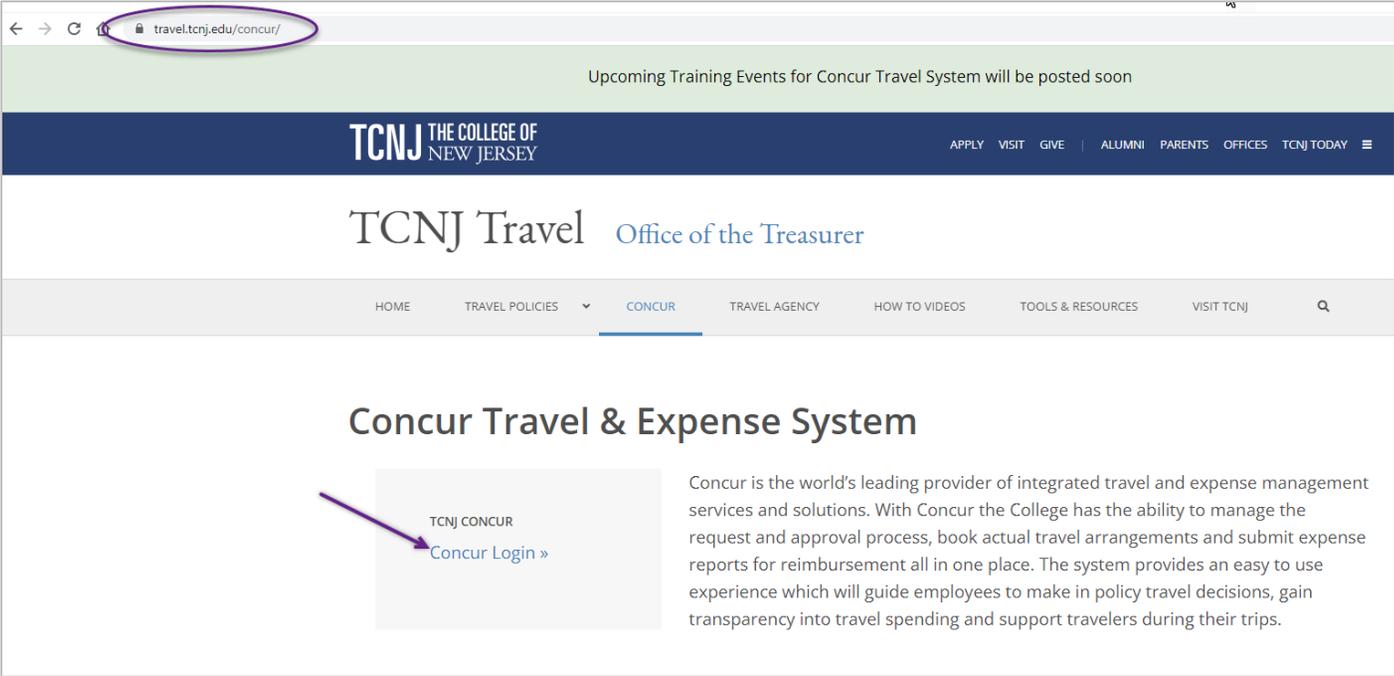
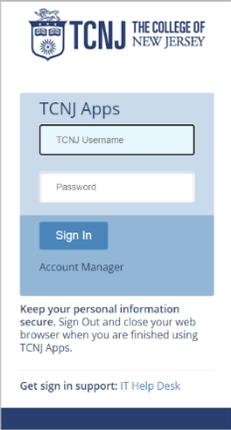


Process Name: Travel Allowance

STEP	DETAIL
<p>1</p>	<p>Sign in to Concur</p> <ul style="list-style-type: none"> - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login  <p>Enter your TCNJ login information</p> 

Adding Travel Allowance

This allows for Hotel expenses & Daily Per Diem to be entered in the Expense Report.

While in the Expense Report, click **Travel Allowance** & choose Manage Travel Allowance.

Click **Create New Itinerary**

Enter the 1st leg of your trip.

Date & Time that you left your home. Date & Time you arrived at your final destination.

Click **Save**.

2

Enter the 2nd leg of your trip & click **Save**.

Travel Allowances For Report: New UI - Overnight(domestic)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: New UI - Overnight(domestic) Selection: USGSA

Add Stop Delete Rows Import Itinerary

Departure City: [Empty] Arrival: [Empty]

No Itinerary Rows Found

New Itinerary Stop

Departure City: HAMILTON, New Jersey

Date: 03/15/2022 Time: 6:00 AM

Arrival City: San Francisco, California

Date: 03/30/2022 Time: 9:00 AM

Save

Go to Single Day Itineraries Next >> Cancel

Verify your itinerary & click **Next**

Itinerary Info

Itinerary Name: New UI - Overnight(domestic) Selection: USGSA

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
HAMILTON, New Jersey 03/15/2022 06:00 AM	San Francisco, California 03/15/2022 09:00 AM	SAN FRANCISCO COUNTY, US-CA, US
San Francisco, California 03/30/2022 03:00 PM	HAMILTON, New Jersey 03/30/2022 10:00 PM	MERCER COUNTY, US-NJ, US

New Itinerary Stop

Departure City: HAMILTON, New Jersey

Date: [Empty] Time: [Empty]

Arrival City: [Empty]

Date: [Empty] Time: [Empty]

Save

Go to Single Day Itineraries Next >> Cancel

Verify your itinerary a 2nd time & click **Next**.

Check the boxes for meals that were provided by the hotel or event.
 Check the Leftmost box for personal days. All unchecked boxes are meals paid for out of pocket.
 Click **Create Expenses**.

3

Travel Allowances For Report: New UI - Overnight(domestic)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [mm] to [mm] [Go]

Exclude | All

	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/15/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25
<input type="checkbox"/>	03/16/2022 San Francisco, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	03/17/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/18/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/19/2022 San Francisco, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	03/20/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/21/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$43.00
<input type="checkbox"/>	03/22/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/23/2022 San Francisco, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	03/24/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/25/2022 San Francisco, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	03/26/2022 San Francisco, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.00
<input type="checkbox"/>	03/27/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input checked="" type="checkbox"/>	03/28/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	03/29/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	03/30/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25

Previous Create Expenses Cancel

New UI - Overnight(domestic) \$1,380.50 Copy Report Submit Report

Not Submitted

Report Details PrintShare Manage Receipts Travel Allowance

REQUEST Approved \$2,500.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Airfare	United Airlines	03/30/2022	\$500.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/30/2022	\$59.25
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/27/2022	\$79.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/26/2022	\$5.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/25/2022	\$61.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/24/2022	\$79.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/23/2022	\$59.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/22/2022	\$79.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/21/2022	\$43.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/20/2022	\$79.00