Hotel/Itinerary/Travel Allowance/Per Diem Special Issues

Background

In Concur, the allowable rates for non-designated hotels and per diem are controlled by your itinerary. Due to the constraints of Oklahoma state law, OU cannot use the delivered travel allowance tables to set the limits for non-designated hotels and per diem. The delivered travel allowance tables follow the federal rates and guidelines for travel. While the state uses the federal rates, they do not follow the federal guidelines in:

- The reductions for provided meals:
  - The state requires that we reduce the daily per diem by 25% for each breakfast, lunch, and dinner provided by others.
  - The federal guidelines provide a specified amount for each meal provided, based on the location. For a $51 per diem amount, the federal guidelines would reduce the per diem for breakfast provided by $11, for lunch provided by $12, and for dinner provided by $23. The remaining $5 is allowed for incidental expenses.
- The percentages of per diem allowed on the days of travel:
  - The state calculates the total hours in travel status from beginning to end, provides 100% of the per diem for the whole days, and provides the following percentages for partial days remaining.

Example: for	Standard Rate	Per diem in lieu of lodging
0 up to 3 hr	No amount allowed	
over 3 up to 9 hr = 1/4	9.75	12.25
over 9 up to 15 hr = 1/2	19.50	24.50
over 15 up to 21 hr = ¾	29.25	36.75
Over 21=1 day	39.00	49.00

The per diem amount is calculated by multiplying the number of days by the applicable day rate and the number of quarter days by the quarterly amount.

  - The federal guidelines provide for 75% of the per diem rate on the day of departure and on the last day of travel.

As a result of these differences, OU has a custom “timeband” table that will accommodate the requirements of the state. This table does not define a day of travel as a calendar day, because that would not meet state requirements. Instead, it defines a day of travel as a period of no more than 24 hours beginning from the time of departure. A day of travel ends at 24 hours (when the next day commences) or when the employee returns. If an employee leaves on a Monday at 8 a.m., the first day is Monday at 8 a.m. to Tuesday at 8 a.m.

This definition causes some issues to arise. These are described below.

Meals Provided

Because the first day of travel in a multi-day trip is always defined as 24 hours, meals provided on the last day of travel cause a unique challenge. Concur will not reduce your per diem for any day (as defined above) below zero.

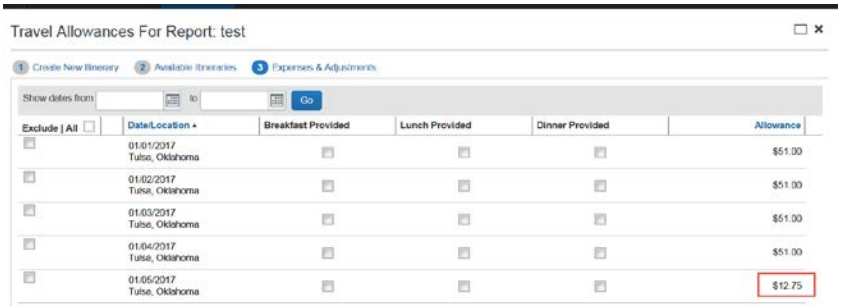
For instance, if you were in travel status for a total of four 24-hour periods plus 8 additional hours, and you marked two meals provided on the last day, Concur would have calculated the maximum per diem at 25% of the daily rate. Marking two meals should equate to a reduction of 50% of the daily per diem rate, but Concur will reduce it only to zero. This will result in an overpayment of 25% of the daily per diem rate. This is illustrated in the screenshots below.

Itinerary showing 4 days, 8 hours of travel:

Itinerary: test

Norman, Oklahoma	01/01/2017 08:00 AM	Tulsa, Oklahoma	01/01/2017 10:00 AM	TULSA COUNTY, US-OK, US
Tulsa, Oklahoma	01/05/2017 02:00 PM	Norman, Oklahoma	01/05/2017 04:00 PM	CLEVELAND COUNTY, US-OK,...

Maximum per diem, showing the 25% rate for 8 hours on the 5th day of travel:



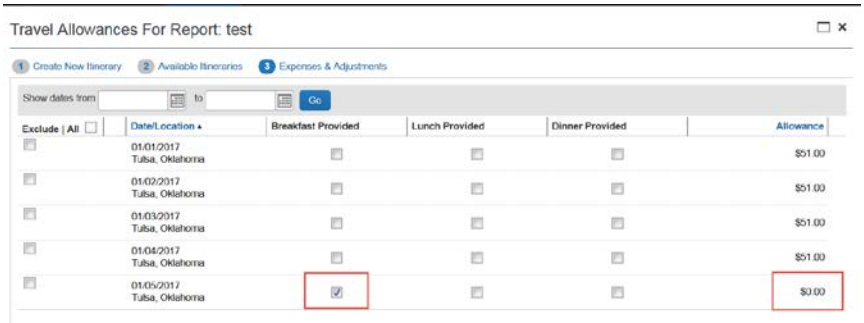
Travel Allowances For Report: test

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude | All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	01/01/2017 Tulsa, Oklahoma				$51.00
	01/02/2017 Tulsa, Oklahoma				$51.00
	01/03/2017 Tulsa, Oklahoma				$51.00
	01/04/2017 Tulsa, Oklahoma				$51.00
	01/05/2017 Tulsa, Oklahoma				$12.75

Breakfast is checked as provided; note that the allowance is reduced to zero:



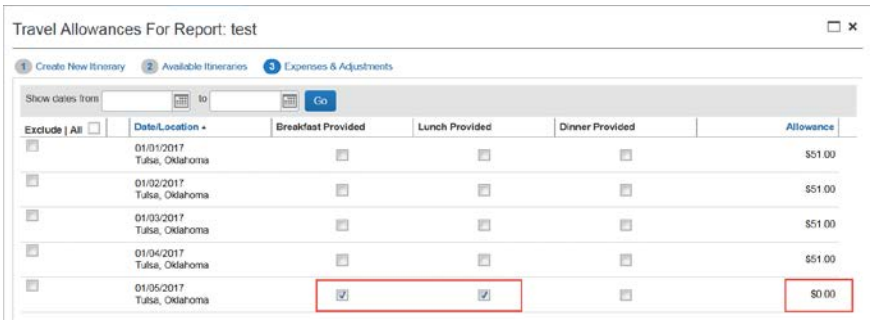
Travel Allowances For Report: test

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

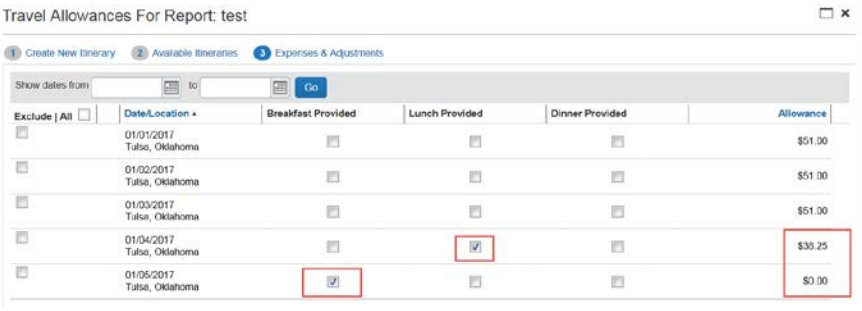
Show dates from to Go

Exclude | All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	01/01/2017 Tulsa, Oklahoma				$51.00
	01/02/2017 Tulsa, Oklahoma				$51.00
	01/03/2017 Tulsa, Oklahoma				$51.00
	01/04/2017 Tulsa, Oklahoma				$51.00
	01/05/2017 Tulsa, Oklahoma	☑			$0.00

Lunch is checked as provided in addition to breakfast; note that the allowance is not reduced below zero. This would result in an overpayment of per diem of $12.75.



When this occurs, you need to mark your meal(s) provided on the last partial day on an earlier day to appropriately reduce your per diem to the correct amount:



Seasonal Rates

The custom table will not accommodate loading seasonal rates. If you have

- selected the "type of designated hotel" as "*Not Applicable—Accept GSA Rates",
- checked the travel allowance box on the hotel/lodging lines,
- unchecked the travel allowance box on the tax lines for domestic travel,
- and the hotel rate is greater than the lowest seasonal rate for that location;

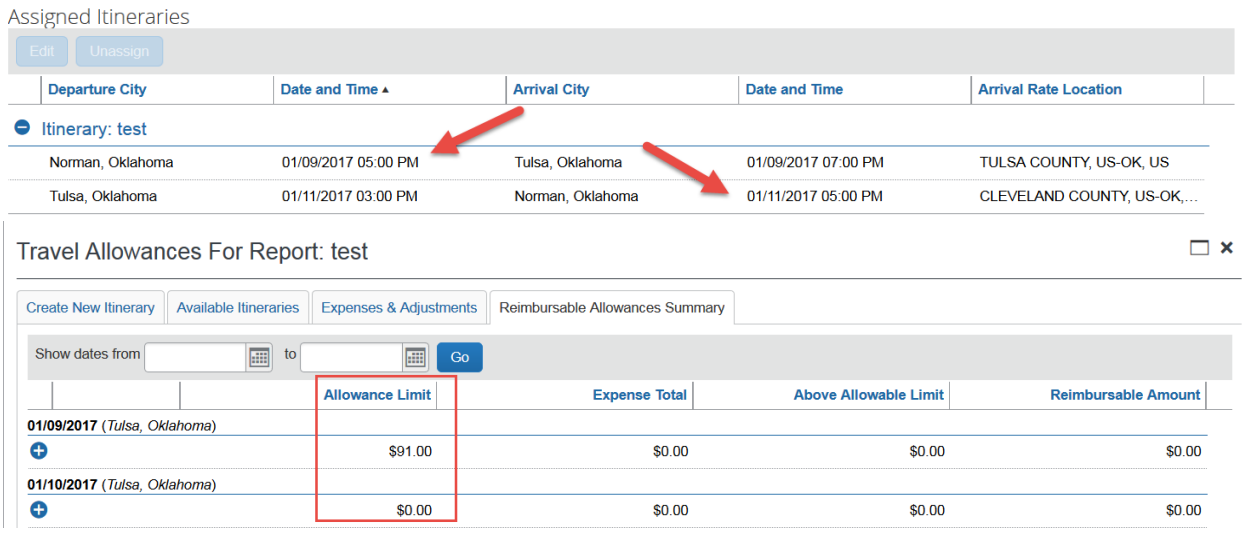
you will receive an error message about the rate even if it is under the seasonal rate.

To work around this issue, you will need to change the "type of designated hotel" to "OU Sponsored" on all hotel and tax lines. (Note: You can do this at the main Hotel/Lodging expense line and it will ask you if you want to copy the change down to the details.) In the main Hotel/Lodging line, add the comment "timeband error—seasonal rates". This will tell the processors in Financial Services to check the seasonal rate for that time and manually audit it.

All Hotel Days Not Allowed

In some cases, the timeband process will cause you to be shorted a day of hotel travel allowance. This occurs when you are in travel status fewer complete 24 hour periods, plus one additional hour, than the number of nights you were away.

For instance, if you left on Monday at 5 p.m. and returned on Wednesday at 5 p.m., you would expect to see two nights of hotel allowed. Because you were in travel status less than 2 complete 24 hour periods, plus one additional hour, it would show an allowance only of one night:



To work around this issue, your second hotel night should be marked as "OU Sponsored". In the comments for hotel/lodging, add the comment "timeband error."