

How to Enter a One Day Trip in Concur

A one day trip is defined as a traveler leaving their official station and returning to their official station in the same calendar day.

Step One:

Log into Concur Expense and create a new expense report.

Step Two:

Enter the report header information. Each field with a red star is a required field, however, there are certain fields to pay particular attention to for one-day trips. See below:

Travel Start Date and **Travel End Date** : both of these fields should have the same date.

Trip Type: If you leave your official station and return on the same calendar day, your trip type should be 'In-State' *even if your destination was outside of the state of Tennessee*. Please see UT Travel policy FI 0705 section 89(b).

Claim Travel Allowance:

If your trip was less than 12 hours you are not entitled to reimbursement of any meals. Thus, this selection should be 'No, I do not want to claim Travel Allowance.'

If your trip was 12 hours or more, select 'Yes, I want to claim Travel Allowance'. Please see UT Travel policy FI 0705 section 55. *Please note:* you may have to scroll down to the bottom of your screen to see the option to claim a travel allowance.

Step Three

If you are claiming any meals for your trip and selected 'Yes, I want to claim Travel Allowance', Concur will take you to the Travel Allowance function where you must create a trip itinerary. A step-by-step how-to document is available for this part of the report. It is located at travelfaq.tennessee.edu. Click on the FAQ title '[Purpose and Use of the Travel Allowance.](#)'

Please note: a trip itinerary must be created if you are planning to claim meals for yourself – whether it is per diem or a 'Meals, Actual' expense. If using a UT Travel card for meals, please see the FAQ title '[Expensing Meals.](#)'

If you are not claiming any meals, you can click 'Create Report' at the bottom right hand corner of the screen.

Step Four

You may now add the rest of your expenses to the report. Some of the most common expense types used for one-day trips would be **Mileage, Car Rental, Meals Per Diem or Meals, Actual**. There are other types of expenses that may need to be added to the report, but these four are the most common.