

Subject: travelnews: 2019 GSA per diem rates announced, plus Concur Travel Allowance tips
From: BAO news for travel administrators <travelnews@lists.uoregon.edu>
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To: "travelnews@lists.uoregon.edu" <travelnews@lists.uoregon.edu>

Good Morning UO business travelers and delegates:

The General Services Administration (GSA) has announced their new lodging and meal per diem rates for 2019. These can be viewed by going to: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Remember that GSA rates are based on the **location of the traveler's business**. This is a shift from the former IRS rates in duckweb based on the location of the traveler's lodging.

Example: your business is in Bremerton, WA and you are staying in Seattle. Enter **Bremerton** in the Concur form in the Travel Allowance section to enable Bremerton GSA rates for lodging and meals.

Building the Concur **Travel Allowance per diem tables** to allow for **Meal** per diem and to see **Lodging** per diem limits:

The screenshot shows the 'Expense Report' form in Concur. The form fields are as follows:

- Report/Trip Business Start Date: 08/01/2018
- Report/Trip Business End Date: 08/04/2018
- Report/Trip Purpose: Meeting
- Trip Type: 1 Domestic Travel
- Does this trip include personal travel?: No
- Personal Dates of Travel: (empty)
- Business Purpose: Per diem test
- Comment: (empty)
- Banner Activity Code: (empty)
- Banner Location Code: (empty)

A dialog box titled 'Travel Allowances' is overlaid on the form. It contains a question mark icon and the text: 'Will this expense include either Meal Per Diem or Lodging expenses?'. At the bottom of the dialog box are two buttons: 'Yes' and 'No'.

Click Yes and build the GSA table for your report. The first screen is outbound travel – enter travel info and click Save. The second screen is for your Return – enter info then click Save.

Travel Allowances For Report: Bremerton test

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection:

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

Then click Next, Next to get the meal per diem allowance grid. Check boxes not being claimed because meals were hosted or provided by hotel, conference, meeting or guest:

Travel Allowances For Report: Bremerton test

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	08/01/2018 Bremerton, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.25
<input type="checkbox"/>	08/02/2018 Bremerton, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	08/03/2018 Bremerton, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00
<input type="checkbox"/>	08/04/2018				

How to go back:

If you accidentally said "No" to the first Travel Allowances box when setting up your report, you can go back to this section by clicking on **Detail, Travel Allowance, New Itinerary**.

You can revisit this section by going to Expenses & Adjustments section to adjust meals once the trip is completed.

Bremerton test

+ New Expense Import Expenses **Details** Receipts Print / Email

Expenses

<input type="checkbox"/>	Date	Expense Type
<input type="checkbox"/>	08/04/2018	Meal Per Diem Bremerton, Washir
<input type="checkbox"/>	08/03/2018	Meal Per Diem Bremerton, Washir
<input type="checkbox"/>	08/02/2018	Meal Per Diem Bremerton, Washir
<input type="checkbox"/>	08/01/2018	Meal Per Diem Bremerton, Washir

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances
 - Available
 - Assigned
- Allocations
 - Allocations
- Travel Allowances**
 - New Itinerary
 - Available Itineraries
 - Expenses & Adjustments
 - Reimbursable Allowances Summary

Go to **Details, Travel Allowance, Reimbursable Allowances Summary** to see allowable **lodging** per diem limits:

Travel Allowances For Report: Bremerton test

Create New Itinerary Available Itineraries Expenses & Adjustments **Reimbursable Allowances Summary**

Show dates from [] to [] Go

	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
08/01/2018 (Bremerton, Washington)	\$93.00	\$0.00	\$0.00	\$0.00
08/02/2018 (Bremerton, Washington)	\$93.00	\$0.00	\$0.00	\$0.00

Done

Additional information regarding per diems from UO Travel Policy:

Meal and Incidental Expenses: https://ba.uoregon.edu/permalink/uutravelpuspuf#sect_uu2278

Lodging: https://ba.uoregon.edu/permalink/uutravelpuspuf#sect_uu2286

Thank you,



Laurie Jacoby
 Travel Manager
 Business Affairs Office
 University of Oregon
lajacoby@uoregon.edu
 541-346-3158

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