

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

# Creating an International Travel Allowance

February 10, 2025

# AGENDA

- What is a travel allowance and when is it necessary
- How to create a Travel Allowance
- Lodging Itemizations
- Creating Itinerary
- Expenses
- Common Errors
  - Multiple reports ~ how Admins should handle.
- Guest Travelers
- Questions

# HOUSEKEEPING

- Slides
- Recording
- Instruction Guides (Links to HR Toolkits)
  - [Create a Travel Allowance for International Trips](#)
  - [Reimburse an International Guest for meals and incidentals on a Travel Report](#)
  - [How to Itemize Expenses](#)
- Questions



**What is a travel allowance and when is it necessary**

# International Travel Allowance

## What is a Travel Allowance?

### A Travel Allowance:

- Is used to calculate the amount of reimbursement an international traveler is eligible for, based on the cities the traveler visits.
- Compares the nightly lodging expenses to the allowable US Department of State rates: [U.S. Department of State | Foreign Per Diem Rates by Location](#)

# International Travel Allowance

## Foreign Per Diem Rates

### Rates are loaded into UF GO based on:

The US Department of State Foreign Per Diem Rates by Location:

[U.S. Department of State | Foreign Per Diem Rates by Location](#)

The rates are updated monthly and can change month to month. It is important to use accurate dates in the travel allowance.



The screenshot shows the U.S. Department of State website with the following elements:

- Header:** U.S. DEPARTMENT OF STATE, DIPLOMACY IN ACTION
- Navigation Menu:**
  - Per Diem Rates
    - Excel Versions of Per Diem
    - Foreign Per Diem Rates (highlighted with an orange box)
  - Allowance Rates
    - Allowances By Location
    - Allowances By Type
    - Biweekly Allowance Updates
    - Custom Search
    - Footnotes to Section 920
  - Standardized Regulations (DSSR)
    - Archives (DSSR)
    - Table of Contents (DSSR)
  - General Information
    - Advance of Pay
    - Consumables
    - Danger Pay
    - Education
    - Evacuation
    - Extraordinary Quarters Allowance (EQA)
    - Foreign Transfer Allowance (FTA)
- Right Side:**
  - Links: Select by Location, Select by Allowance Type, Printer Friendly
  - Section: Foreign Per Diem Rates by Location DSSR 925
  - Text: You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.
  - Form: Country: \*All Locations\* (dropdown menu) [Go]
  - Text: You may use the input field below to enter all or part of a post name. The percent sign "%" serves as a wildcard character. Clicking "Go" will display a list of posts matching the name entered with links to the Per Diem data.
  - Form: Post: [input field] [Go]

# International Travel Allowance

## Foreign Per Diem Rates

### Rates are allocated by City

In this example, the daily rate for meals and incidental expenses (M & IE) for Paris, France is \$154 a day.

The Maximum Lodging Rate is \$456 a night.

These rates are valid from 1/1/25 to 12/31/25.

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

Country: FRANCE  
Publication Date: 01/01/2025

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
FRANCE	Bordeaux	01/01	12/31	191	120	311	N/A	01/01/2025
FRANCE	Cannes	05/01	09/30	440	149	589	N/A	01/01/2025
FRANCE	Cannes	10/01	04/30	309	135	444	N/A	01/01/2025
FRANCE	Deauville	01/01	12/31	303	116	419	N/A	01/01/2025
FRANCE	Lyon	01/01	12/31	262	135	397	N/A	01/01/2025
FRANCE	Marseille	01/01	12/31	315	137	452	N/A	01/01/2025
FRANCE	Montpellier	01/01	12/31	188	148	336	N/A	01/01/2025
FRANCE	Nice	01/01	12/31	201	126	327	N/A	01/01/2025
FRANCE	Other	01/01	12/31	197	119	316	N/A	01/01/2025
FRANCE	Paris	01/01	12/31	456	154	610	<a href="#">View</a>	01/01/2025
FRANCE	Strasbourg	01/01	12/31	315	147	462	N/A	01/01/2025
FRANCE	Toulouse	01/01	12/31	211	117	328	N/A	01/01/2025

# International Travel Allowance

## Foreign Per Diem Rates

### Allocation of M&EI Rates

The daily rate consists of an allocation for breakfast, lunch, dinner and incidental expenses.

The rate for Paris of \$154, is allocated as such: \$24 for breakfast, \$39 for lunch, \$61 for dinner, and \$31 for daily incidentals.

Review the breakdown here:

[U.S. Department of State | Ch 301, Appendix B](#)



- Per Diem Rates
  - Excel Versions of Per Diem
  - Foreign Per Diem Rates
- Allowance Rates
  - Allowances By Location
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  - Advance of Pay
  - Consumables
  - Danger Pay
  - Education
  - Evacuation
  - Extraordinary Quarters Allowance (EQA)

### Appendix B Chapter 301-Federal Travel Regulation Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1

Scroll down to view the breakdown of the daily rate

\$152	23	38	61	30
\$153	23	38	61	31
\$154	23	39	61	31
\$155	23	39	62	31

# International Travel Allowance

## Foreign Per Diem Rates

### Incidental Expenses

Incidentals included in the Travel Allowance:

- **Laundry services**
- **Maid service**
- **Portage** (fee charged for carrying bags, etc.)
- **Taxi/Rideshare Tip**

In our example, the traveler will receive \$31 each day they conducted official UF business in Paris, France!

#### **Double Dipping:**

If a traveler received the daily travel allowance and was reimbursed for one of the expenses listed above, they received reimbursement for that expense twice.

Therefore, these expenses cannot be paid for with a PCard or reimbursed to the traveler as an individual expense.

#### Tip: Before Travel:

Remind your travelers which expenses are considered Incidental Expenses and remind them that they cannot be claimed separately or paid for with a PCard. Instead they should use cash or a personal credit card to pay for incidentals.

#### After Travel:

If the traveler questions why incidental expenses were removed from their travel report or were itemized as personal expenses (when accidentally paid for on a PCard): let them know how much they will receive to cover incidental expenses. This amount is usually more than the incidental expense.

# International Travel Allowance

## When is a Travel Allowance necessary?

The Travel Allowance feature in Concur should be used when either of these situations occur:

- To reimburse an international traveler for meals and incidental expenses while on official UF business

**AND/ OR**

- When a lodging expenditure is included on an international travel report
  - A travel allowance must be created, even when the report owner will not be reimbursed for meals or incidentals.

# **Creating a Travel Allowance**

# International Travel Allowance

## How to create a Travel Allowance

### Creating a Travel Allowance

Click on **Travel Allowance**,  
then **Manage Travel Allowance**

### IAEE Conference 2024, Paris \$3,113.00

Not Submitted | Report Number: IFOG8F

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Travel Allowance ▾

Manage Travel Allowance

Expenses

View: Standard ▾



Alerts↓↑

Receipt↓↑

Payment Type↑≡

Expense Type↓↑



Personal Funds

Lodging

Attendees (1)

# International Travel Allowance

## Landing Page: Available Itineraries

### #2 Available Itineraries

Clicking on **Travel Allowance** opens the travel allowance tool to the second tab: Available Itineraries

Look halfway down the page for any Available Itineraries.

There are no available itineraries:

The screenshot shows the 'Available Itineraries' tab selected in a multi-tab interface. The page title is 'Travel Allowances For Report: IAEE Conference 2024, Paris'. The navigation tabs are '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The main content area is titled 'Assigned Itineraries' and contains a table with columns: 'Departure City', 'Date and Time', 'Arrival City', 'Date and Time', and 'Arrival Rate Location'. Below the table, it states 'No Assigned Itineraries Found'. Below this section, there is a sub-section titled 'Available Itineraries' with a dropdown menu set to 'Current Itineraries' and buttons for 'Delete' and 'Assign'. Below this, there is another table with the same columns as above, and it also states 'No Available Itineraries Found'. At the bottom right, there are navigation buttons for '<< Previous' and 'Next >>'.

# International Travel Allowance

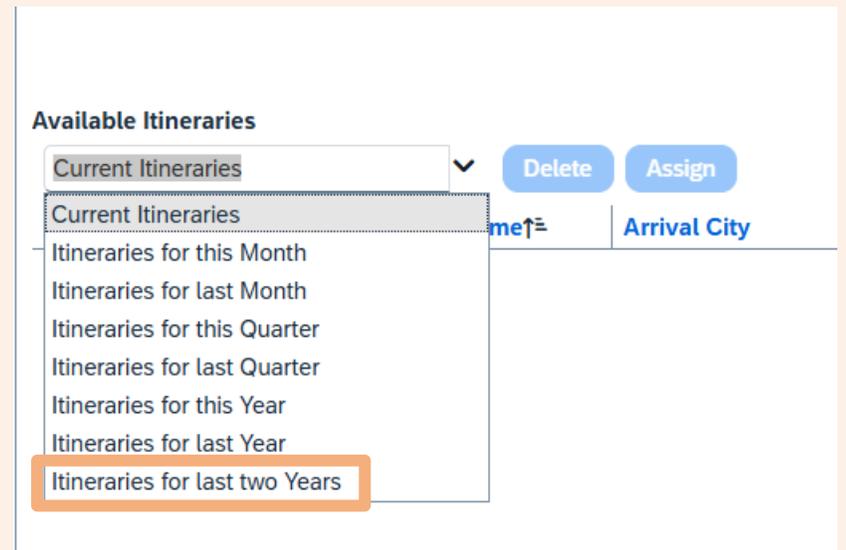
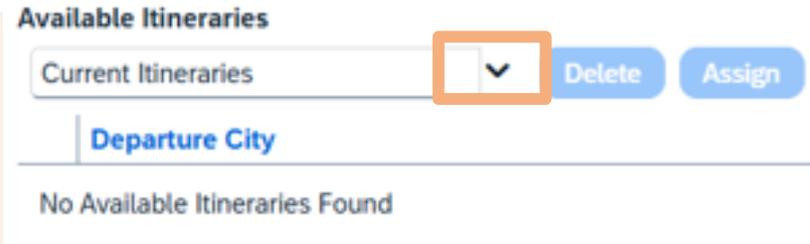
## Landing Page: Available Itineraries

### #2 Available Itineraries

It is helpful to check prior periods to ensure there are no available itineraries

Click the drop down next to Current Itineraries

Choose one of the options. **Itineraries for the last two Years** is suggested



# International Travel Allowance

## Landing Page: Available Itineraries

### #2 Available Itineraries

Flights booked in the booking tool usually create Itineraries that can be assigned to reports

To use an itinerary, click on it and then click the **Assign** button

The itinerary can also be deleted

Manually created itineraries will be listed here if they were removed from a report

Available Itineraries

Itineraries for last two Years

Departure City	Date and Time <sup>↑</sup>
⊖ Itinerary: Business Meals test-Travel rpt	
Paris, FRANCE	05/01/2024 08:00 AM
Charles City, Virginia	05/26/2024 08:00 AM
⊖ Itinerary: International Travel	
Gainesville, Florida	09/26/2024 08:00 AM
Paris, FRANCE	10/02/2024 12:55 PM
Brussels, BELGIUM	10/04/2024 04:00 PM
Paris, FRANCE	10/13/2024 08:00 AM

# International Travel Allowance

## Creating an Itinerary

### #1 Create New Itinerary

When an itinerary is not available, click on **Create New Itinerary**

Under New Itinerary Stop, enter the flight to the primary destination

- Do not include layovers
- This should only be the first leg of the flight.

Then click **Save** (not shown here)

Travel Allowances For Report: IAEE Conference 2024, Paris

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Itinerary Info**

Itinerary Name: IAEE Conference 2024, Paris Selection: UF-International Travel

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

**New Itinerary Stop**

Departure City	Gainesville, Florida		
Date	01/01/2025	Time	6:00 AM
Arrival City	Paris, FRANCE		
Date	01/01/2025	Time	7:00 PM

# International Travel Allowance

## Creating an Itinerary

### #1 Create New Itinerary

Click **Add Stop**

Add the return flight information:  
Departure city = Paris, France  
Arrival city = Gainesville, FL  
(not shown on here)

- Do not include layovers

Click **Save**, then **Next**

Travel Allowances For Report: IAEE Conference 2024, Paris

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Itinerary Info**

Itinerary Name: IAEE Conference 2024, Paris Selection: UF-International Travel

**Add Stop** **Delete Rows** **Import Itinerary**

<input checked="" type="checkbox"/>	Departure City↑	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Gainesville, Florida 01/01/2025 06:00 AM	Paris, FRANCE 01/01/2025 07:00 PM	PARIS, FRANCE

**Edit Itinerary Stop**

Departure City: Gainesville, Florida

Date: 01/01/2025 Time: 06:00 AM

Arrival City: Paris, FRANCE

Date: 01/01/2025 Time: 07:00 PM

**Save**

**Go to Single Day Itineraries** **Next >>** **Cancel**

# International Travel Allowance

## Creating an Itinerary

### Assigned itinerary

Your Itinerary has been created and is visible under Assigned Itineraries!

Click **Next**

This takes you to the Expenses and Adjustments tab.

Travel Allowances For Report: IAEE Conference 2024, Paris 🔍

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

#### Assigned Itineraries

Edit Unassign

Departure City	Date and Time↑	Arrival City	Date and Time	Arrival Rate Location
🔍 Itinerary: IAEE Conference 2024, Paris				
Gainesville, Florida	01/01/2025 06:00 AM	Paris, FRANCE	01/01/2025 07:00 PM	PARIS, FRANCE
Paris, FRANCE	01/09/2025 07:13 AM	Gainesville, Florida	01/09/2025 09:26 PM	ALACHUA COUNTY, US-...

#### Available Itineraries

Current Itineraries ▼ Delete Assign

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

<< Previous **Next >>**

# International Travel Allowance

## Airfare is not the only consideration for the travel allowance

### Consider other cities the traveler visits

Itineraries based solely on airfare itineraries may need to be adjusted when the traveler is in another city for an extended period

For example:

Traveler flies into Paris, then takes another form of transportation (rental car, train, etc.) to Deauville.

Another stop(s) should be added to the itinerary for the time period the traveler stayed in that city

Don't include short/day trips to other cities, but extended Stays should be included

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

Country: FRANCE  
Publication Date: 01/01/2025

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
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FRANCE	Paris	01/01	12/31	456	154	610	View	01/01/2025
FRANCE	Strasbourg	01/01	12/31	315	147	462	N/A	01/01/2025
FRANCE	Toulouse	01/01	12/31	211	117	328	N/A	01/01/2025

# International Travel Allowance

## Adjustments

### #3 Expenses and Adjustments

At this point, consider:

- Whose profile was this travel allowance created on? Should they receive reimbursement for meals?
- Were meals provided by another party?

Travel Allowances For Report: IAEE Conference 2024, Paris



1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to  [Go](#)

Exclude   All <input type="checkbox"/>	Date/Location↑	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/01/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$115.50
<input type="checkbox"/>	01/02/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/03/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/04/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/05/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/06/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/07/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/08/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/09/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$115.50

<< Previous

Create Expenses

Cancel

# International Travel Allowance

## Adjustments

### #3 Expenses and Adjustments

#### Excluding the entire day of Expenses:

Lodging expenses requires a travel allowance, regardless of the profile they were created on.

When a PCard holder pays for someone else's lodging expense, and they were not on the same trip; they should NOT receive reimbursement for meals and incidentals

Personal travel days should also be excluded

To remove the allowance:

Click on **Exclude All**, then **Create Expenses**. No reimbursement will occur.

Travel Allowances For Report: IAEE Conference 2024, Paris

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

<input checked="" type="checkbox"/> Exclude   <input checked="" type="checkbox"/> All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input checked="" type="checkbox"/>	01/01/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	01/02/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	01/03/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	01/04/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	01/05/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	01/06/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	01/07/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	01/08/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	01/09/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

# International Travel Allowance

## Adjustments

### #3 Expenses and Adjustments

#### Exclude specific meals

Meals provided by the conference or by anyone else during the travel should be excluded.

How to determine if meals were provided:

- Ask the traveler
- Review the agenda and registration ((includes a banquet dinner)

Exclude individual meals if they were provided by someone other than the traveler.

Then click **Create Expenses**

Travel Allowances For Report: IAEE Conference 2024, Paris

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to  [Go](#)

Exclude   All <input type="checkbox"/>	Date/Location↑	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/01/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$115.50
<input type="checkbox"/>	01/02/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/03/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/04/2025 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$115.00
<input type="checkbox"/>	01/05/2025 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$54.00
<input type="checkbox"/>	01/06/2025 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$115.00
<input type="checkbox"/>	01/07/2025 Paris, FRANCE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$31.00
<input type="checkbox"/>	01/08/2025 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$115.00
<input type="checkbox"/>	01/09/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$115.50

<< Previous [Create Expenses](#) Cancel

# International Travel Allowance

## Adjustments

### #3 Expenses and Adjustments

#### Allowance for Incidentals

On January 7th, breakfast, lunch and dinner were provided by someone else.

The traveler will still receive an allowance of \$31 for incidentals, potentially incurred on January 7<sup>th</sup>.

Click **Create Expenses**

Travel Allowances For Report: IAEE Conference 2024, Paris

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to  [Go](#)

Exclude   All <input type="checkbox"/>	Date/Location↑	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/01/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$115.50
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<input type="checkbox"/>	01/03/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$154.00
<input type="checkbox"/>	01/04/2025 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$115.00
<input type="checkbox"/>	01/05/2025 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$54.00
<input type="checkbox"/>	01/06/2025 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$115.00
<input type="checkbox"/>	01/07/2025 Paris, FRANCE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$31.00
<input type="checkbox"/>	01/08/2025 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$115.00
<input type="checkbox"/>	01/09/2025 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$115.50

<< Previous [Create Expenses](#) Cancel

# International Travel Allowance

## Adjustments

### #3 Expenses and Adjustments

The Travel Allowance creates individual lines for each day of travel on the Travel Report.

The Expense Type “**Travel Meals-International**” will populate on the report with the amounts shown in the travel allowance.

SAP Concur Expense

Manage Expenses Process Reports

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Expenses View: Standard Add Expense Edit Delete Copy Allocate Combine Expenses Move

<input type="checkbox"/>	Alerts↓↑	Receipt↑↓	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input type="checkbox"/>			Personal Funds	Travel Meals - International	Paris, FRANCE	01/01/2025	\$115.50	...
<input type="checkbox"/>			Personal Funds	Travel Meals - International	Paris, FRANCE	01/02/2025	\$154.00	...
<input type="checkbox"/>			Personal Funds	Travel Meals - International	Paris, FRANCE	01/03/2025	\$154.00	...
<input type="checkbox"/>			Personal Funds	Travel Meals - International	Paris, FRANCE	01/04/2025	\$115.00	...
<input type="checkbox"/>			Personal Funds	Travel Meals - International	Paris, FRANCE	01/05/2025	\$54.00	...
<input type="checkbox"/>			Personal Funds	Travel Meals - International	Paris, FRANCE	01/06/2025	\$115.00	...
<input type="checkbox"/>			Personal Funds	Travel Meals - International	Paris, FRANCE	01/07/2025	\$31.00	...

# **Reimbursable Allowances Summary**

# Reimbursable Allowances Summary

## Travel Allowances and Lodging Expense

### How are they related?

As stated earlier, whenever lodging expenses are included on an International Travel Report, a Travel Allowance must be created.

Why?

The Allowances Summary compares the nightly hotel rate with the allowable rate established by the [U.S. Department of State | Foreign Per Diem Rates](#)

# Reimbursable Allowances Summary

## Travel Allowances and Lodging Expense

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

Country: FRANCE  
Publication Date: 02/01/2025

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
FRANCE	Bordeaux	01/01	12/31	191	120	311	N/A	01/01/2025
FRANCE	Cannes	05/01	09/30	440	149	589	N/A	01/01/2025
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FRANCE	Lyon	01/01	12/31	262	135	397	N/A	01/01/2025
FRANCE	Marseille	01/01	12/31	315	137	452	N/A	01/01/2025
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FRANCE	Other	01/01	12/31	197	119	316	N/A	01/01/2025
FRANCE	Paris	01/01	12/31	456	154	610	<a href="#">View</a>	01/01/2025
FRANCE	Strasbourg	01/01	12/31	315	147	462	N/A	01/01/2025
FRANCE	Toulouse	01/01	12/31	211	117	328	N/A	01/01/2025

# Reimbursable Allowances Summary

## Travel Allowances and Lodging Expense

Travel Allowances For Report: IAEE Conference 2024, Paris



Create New Itinerary		Available Itineraries		Expenses & Adjustments		Reimbursable Allowances Summary	
Show dates from <input type="text"/> to <input type="text"/>		<input type="button" value="Go"/>					
	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount			
01/01/2025 (Paris, FRANCE) ⊖	\$456.00	\$0.00	\$0.00	\$0.00			
Expense Type↑=		Vendor		Foreign Amount		Amount	
No Reimbursable expenses found							
01/02/2025 (Paris, FRANCE) ⊖	\$456.00	\$313.00	\$0.00	\$313.00			
Expense Type↑=		Vendor		Foreign Amount		Amount	
Lodging		Hilton Hotels		\$283.00		\$283.00	
Lodging Tax		Hilton Hotels		\$30.00		\$30.00	
01/03/2025 (Paris, FRANCE) ⊕	\$456.00	\$313.00	\$0.00	\$313.00			
01/04/2025 (Paris, FRANCE) ⊕	\$456.00	\$313.00	\$0.00	\$313.00			
01/05/2025 (Paris, FRANCE) ⊕	\$456.00	\$313.00	\$0.00	\$313.00			
01/06/2025 (Paris, FRANCE) ⊕	\$456.00	\$313.00	\$0.00	\$313.00			
01/07/2025 (Paris, FRANCE) ⊕	\$456.00	\$313.00	\$0.00	\$313.00			
01/08/2025 (Paris, FRANCE) ⊕	\$456.00	\$0.00	\$0.00	\$0.00			

Done

# Reimbursable Allowances Summary

## Travel Allowances and Lodging Expense

### Allowance Limit vs. Expense Total

In the example below, the lodging rate for 1/2/25, was \$513, which is above the allowable rate for Paris, France during the month of January 2025.

Travel Allowances For Report: IAEE Conference 2024, Paris

	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
01/01/2025 (Paris, FRANCE)	\$456.00	\$0.00	\$0.00	\$0.00
01/02/2025 (Paris, FRANCE)	\$456.00	\$513.00	\$57.00	\$513.00
01/03/2025 (Paris, FRANCE)	\$456.00	\$313.00	\$0.00	\$313.00
01/04/2025 (Paris, FRANCE)				

# **Meal reimbursement for Guests**

# International Travel Allowance

## Reimbursement for Guest Travelers

### Travel Meals and Incidentals

Use the Expense Type:

**Travel Meals – International (Guest)** to create the meals and incidentals reimbursement for Guests

← → **Travel Meals - International (Guest) \$0.00**  
01/09/2025

Details Itemizations

Allocate

Expense Type \* \* Required field  
Travel Meals - International (Guest) X v

Trip Type \* Business Purpose \*  
03. International v Conference/Professional Meeting v

Transaction Date \*  
01/09/2025 📅

# International Travel Allowance

## Reimbursement for Guest Travelers

### Calculate the reimbursement amount

Enter the number of Travel Days (75%) and Full Days (100%).

Using the Per Diem Rates from earlier in the presentation, calculate the amount of the reimbursement

Details Itemizations

[Allocate](#)

\* Required field

Expense Type \*  
Travel Meals - International (Guest) X v

Trip Type \*  
03. International v

Business Purpose \*  
Conference/Professional Meeting v

Transaction Date \*  
01/09/2025 🗑

Per Diem Location \*  
Paris, FRANCE X v

Number of Travel Days (75%) \*  
2

Number of Full Days (100%) \*  
3

Total Amount for Provided Meals \* ?  
0.00

Payment Type \*  
Personal Funds v

Amount \*  
0.00

Currency \*  
US, Dollar (USD) X v

# International Travel Allowance

## Reimbursement for Guest Travelers

### Calculate the reimbursement amount

Travel days =  $\$154 \times 2 \text{ days} \times 75\% = \$231$

Full days =  $\$154 \times 3 \text{ days} = \$462$

Add those together =  $\$231 + \$462 = \$693$

Enter \$693 in the **Amount** box

The screenshot shows a web form for creating an international travel allowance. The form is titled "Details" and "Itemizations". It includes an "Allocate" button and a "Required field" indicator. The form fields are as follows:

- Expense Type: Travel Meals - International (Guest)
- Trip Type: 03. International
- Business Purpose: Conference/Professional Meeting
- Transaction Date: 01/09/2025
- Per Diem Location: Paris, FRANCE
- Number of Travel Days (75%): 2
- Number of Full Days (100%): 3
- Total Amount for Provided Meals: 0.00
- Payment Type: Personal Funds
- Amount: 0.00
- Currency: US, Dollar (USD)

Several fields are highlighted with orange boxes: "Number of Travel Days (75%)", "Number of Full Days (100%)", "Amount", and "Currency".

# International Travel Allowance

## Reimbursement for Guest Travelers

### Total Amount for Provided Meals

If any meals were provided by the conference or anyone else, those expenses will have to be deducted from the reimbursement.

Using the websites below, calculate the meal amounts that need to be excluded from the reimbursement and enter them under Total **Amount for Provided Meals**

The screenshot shows a web form for calculating travel allowances. It includes the following fields and a help popup:

- Per Diem Location \***: Paris, FRANCE (with a clear 'X' and a dropdown arrow)
- Number of Travel Days (75%) \***: 2
- Number of Full Days (100%) \***: 3
- Payment Type \***: Personal Funds (with a dropdown arrow)
- Total Amount for Provided Meals \***: 0.00

A **Quick Help** popup is displayed over the 'Total Amount for Provided Meals' field, containing the text: "Using the Department of State International Per Diem table, enter the total amount of all meals provided during this trip."

[U.S. Department of State | Foreign Per Diem Rates by Location](#)

[U.S. Department of State | Ch 301, Appendix B](#)

**Questions?**

# CONTACT US!

Contact Form: [PCard and Travel Support](#)

UF Travel Department: 352-294-1114

UF PCard Team: 352-392-1331

*We are happy to help!*

