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NEW! Import Your Itinerary for Concur Travel Allowance (per diem) Entries [1]

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Updated April 20, 2026 – clarifying that Reservations will disappear from Available Expenses once the associated charge appears.

With the Concur updates released on March 16, the new Travel Allowance (per diem) process has gotten even better! Travelers are now able to use their airfare itinerary to create Travel Allowance (per diem) entries in their expense reports – eliminating the need to manually add travel details.

To use this streamlined process simply navigate to your “Available Expenses” in Concur, select your airfare expense, and add it to a “New Report.” Once you complete the report header information, indicate that you would like to add the Travel Allowance (per diem) at the bottom of the report header information page. The next screen should populate your travel itinerary from the Concur or CBT airfare transaction that was added to the report.

To enable this functionality, Concur requires the addition of “Reservation” expense entries that are associated with the individual airfare bookings. You will now see these Reservation entries in your Available Expenses in Concur. Those entries will disappear when the airfare charge migrates into your Concur profile, and no further action from you is required. This is similar to the Reservation entries that are added for hotel and car rental bookings.

NOTE: During this system update, Concur indicated that Reservation entries were created for *some* airfare itineraries that may have already been reconciled. Should you see a Reservation in your Available Expenses for a trip that has already been reconciled in Concur, simply select that entry, and delete it from your Concur account.

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