

FAQs

Travel Expense Requests—Guest Travel, Per Diem

I'm trying to bill out guest travel and it's not letting me create an itinerary, it says the dates are blocked. What do I do?

Travel arrangers often book travel for guests who are travelling over the same dates. Concur recognizes only one set of dates for one traveler when you're submitting a travel expense report. For additional guest travelers you will need to calculate per diem manually and use Per Diem Block Given to Others to enter the expense on the report.