

Concur Expense: Travel Allowance Spain Statutory Bundle

Setup Guide

Last Revised: May 20, 2022

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition
- Travel
 - Professional/Premium edition
 - Standard edition
- Invoice
 - Professional/Premium edition
 - Standard edition
- Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes / Comments / Changes
May 20, 2022	Addition of the Show Filters feature on the Adjustments page that supports setting recurring dates for repeated travel.
February 16, 2022	Removed unused rule options from the Viewing the statutory rate bundle section
July 19, 2021	Added new rule option: <ul style="list-style-type: none"> • 24-hour interval, restarting at each border crossing and restarting the day count Added new rule and its options: <ul style="list-style-type: none"> • (rule) Day for exchange rate • (option) Current daily exchange rate (option) Exchange rate on the first day of the itinerary Minor style edits.
January 22, 2021	Minor style edits.
December 5, 2020	Added new rule options: <ul style="list-style-type: none"> • Rate of the first foreign location, including all time spent in foreign locations • Calendar day, two days will be handled as one day when returning on second day before 6am • First leg based on time of departure, then all based on time of border crossing or time of arrival, but last leg based on time of arrival
October 17, 2020	Added new rule options: <ul style="list-style-type: none"> • Several itineraries on one date, durations • Several itineraries on one date, reimbursement rates
July 1, 2020	Created new guide for the travel allowance solution available with the NextGen UI for Concur Expense

Travel Allowance

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur Expense administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. For tasks not completed during implementation, the client must initiate a service request with SAP Concur support.

Section 2: Overview

This document provides country-specific template information about the SAP Concur-managed, statutory bundle for Spain.

! **IMPORTANT:** This guide is a **supplement** to the *Expense: Travel Allowance Setup Guide* which contains essential information about the travel allowance feature.

Clients who use the statutory bundle for Spain, but also want to supersede some of the statutory rates, may also create configurable bundles.



For more information about client-managed bundles, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

Section 3: What the User Sees

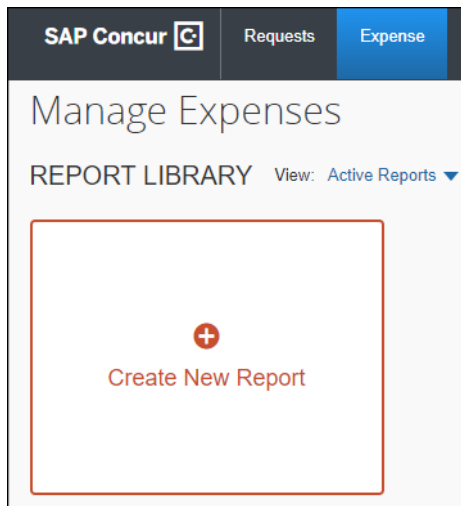
This section uses the most common method of reimbursement in Spain – *daily* allowances for meals and *actual* expenses for lodging.

Creating an Expense Report

When the travel allowance feature is available to a user, after the user completes the header on a new expense report, they are prompted for itinerary and adjustment information.

► **To create an expense report:**

1. From Concur Expense, click **Create New Report**.



NOTE: There are other valid paths to start a new expense report.

2. On the **Create New Report** page, commonly referred to as the report header, complete all required fields. An asterisk indicates a required field.

NOTE: The policy selected may impact which fields display.

NOTE: When claiming travel allowance is available to the user, **Yes, I want to claim Travel Allowance** is selected by default.

3. Click **Next** to create the expense report and display the **Itinerary** page.
4. On the **Itinerary** page, complete all required fields. An asterisk indicates a required field.

Without **Detailed Itinerary** selected:

Travel Allowance
✕

Itinerary

Itinerary Name *
* Required

Detailed Itinerary ?

Start Location *

Start Date *

Start Time *

+ Add Destination

Arrival Location *

+ Add Destination

End Location *

End Date *

End Time *

Next: Adjust your travel allowance

Cancel Next

Additional required fields display when **Detailed Itinerary** is selected:

The screenshot shows a 'Travel Allowance Itinerary' form. At the top, there is a title bar with 'Travel Allowance' and 'Itinerary'. Below this, the 'Itinerary Name' field contains 'Continued Education'. A checkbox labeled 'Detailed Itinerary' is checked and highlighted with a red box. Below this, there are three rows of location and time fields, each preceded by a '+ Add Destination' link. The first row has 'Start Location' (Barcelona, SPAIN), 'Start Date' (06/08/2020), and 'Start Time' (7:00 AM). The second row has 'Arrival Location' (Madrid, SPAIN), 'Arrival Date' (06/08/2020), and 'Arrival Time' (8:30 AM). The third row has 'Departure Location' (Madrid, SPAIN), 'Departure Date' (06/12/2020), and 'Departure Time' (2:00 PM). The fourth row has 'End Location' (Barcelona, SPAIN), 'End Date' (06/12/2020), and 'End Time' (3:30 PM). The 'Arrival Date', 'Arrival Time', 'Departure Date', and 'Departure Time' fields are highlighted with red boxes. At the bottom right, there is a 'Next' button and a 'Cancel' button. A small text 'Next: Adjust your travel allowance' is visible above the 'Next' button.

The following table shows the fields and their descriptions. An asterisk indicates a required field.

Field/Option	Description
Itinerary Name *	Enter an itinerary name or use the default name provided that matches the Report Name .
Detailed Itinerary	Select this option to display five additional fields: <ul style="list-style-type: none"> • Arrival Date * • Arrival Time * • Departure Location * • Departure Date * • Departure Time * <p>NOTE: These fields are required when Detailed Itinerary is selected.</p>
Start Location *	Enter the first few letters of the origination city for this itinerary and select it from the list of cities.
Start Date *	Enter a beginning month, day, and year for the time period covered by this itinerary.
Start Time *	Enter a beginning hour and minutes for the time period covered by this itinerary.
Add Destination	Click Add Destination to display another set of location fields to this itinerary. This option displays twice for convenience.

Field/Option	Description
Arrival Location *	Enter the first few letters of the destination city and select it from the list of cities.
Arrival Date *	Enter the beginning month, day, and year of your time at this Arrival Location .
Arrival Time *	Enter the beginning hour and minutes of your time at this Arrival Location .
Departure Location *	Enter the first few letters of the last location at this Arrival Location and select it from the list of cities.
Departure Date *	Enter the month, day, and year that you left the Departure Location .
Departure Time *	Enter the hour and minutes that you left the Departure Location .
End Location *	Enter the first few letters of the final city for this trip and select it from the list of cities.
End Date *	Enter a ending month, day, and year for the time period covered by this itinerary.
End Time *	Enter an ending hour and minutes for the time period covered by this itinerary.

- Click **Next** to save the itinerary and display the **Adjustments** page.

Adjustments (view)

In this example, having **Within Municipality**, is the default view where a user can see a row for each calculated daily allowance and select adjustments such as excluded days, provided meals, and others based on the configuration of the generic bundle.

Travel Allowance ✕

Adjustments

Adjustments allow you to reduce your specific travel allowances if meals were provided. For personal leave, you can exclude the day. Refer to your company's policy guidelines in any case.

View **Adjustments** ▾ Show Filters

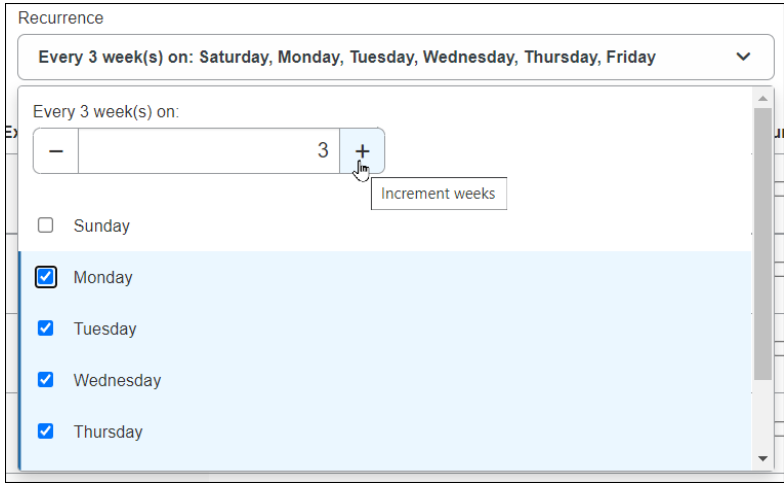
Date/Location	Exclude Day	Within Municipality	Amount
Select All	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 06/08/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	€ 53.34
Tue, 06/09/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	€ 53.34
Wed, 06/10/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	€ 53.34
Thu, 06/11/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	€ 53.34
Fri, 06/12/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	€ 26.67
Total:			€ 240.03

Back
Cancel Finish

In this sample instance:

- ◆ If you select **Show Filters** the following options become available.

Field/Option	Description
Date Range	Enter the beginning and ending of the travel either in MM/DD/YYYY format, or by selecting the calendar icon to input these values by selecting the month(s) and days.

Field/Option	Description
Recurrence	<p>Set how often this same travel occurs by the number of weeks and the days for each week that you travel, for example every 3 weeks from Monday through Friday.</p> 
Location	The travel destination where you will spend your trip.
Apply / Clear Filters buttons	Click Apply to set the configured trip, or reset the filter entirely by clicking Clear Filters .
Hide Filters button	Click Hide Filters to dismiss the filter options and return to the non-filter view of this page.

- ◆ For the first and last days, the amounts are automatically reduced because the user did not spend full days at the location.

NOTE: Any deduction can reduce the allowance amount to zero but never less than zero; it can never result in a charge to the user.

Reimbursement Details (view)

This view shows details for the adjustments based on what the user selected on the **Adjustments** page together with original rate amounts, any deductions for the day, and total reimbursable amounts.

Travel Allowance
✕

Adjustments

Adjustments allow you to reduce your specific travel allowances if meals were provided. For personal leave, you can exclude the day. Refer to your company's policy guidelines in any case.

View Reimbursement Details ▾

Date	Location	Rate Type	Rate Amount	Reimbursable Amount
Mon, 06/08/2020	Madrid, SPAIN	Meals	€ 53.34	€ 53.34 € 53.34
Tue, 06/09/2020	Madrid, SPAIN	Meals	€ 53.34	€ 53.34 € 53.34
Wed, 06/10/2020	Madrid, SPAIN	Meals	€ 53.34	€ 53.34 € 53.34
Thu, 06/11/2020	Madrid, SPAIN	Meals	€ 53.34	€ 53.34 € 53.34
Fri, 06/12/2020	Madrid, SPAIN	Meals	€ 26.67	€ 26.67 € 26.67
			Total: € 240.03	

Cancel Finish

Example Tax-Exempt Amounts (view)

This view only displays for configurations that include both the statutory rate bundle and a configurable rate bundle where the amounts differ. The difference is tracked as taxable to the user. Users can compare the amount on the **Adjustments** page with the tax-exempt amount on this page to know how much of their daily allowance is taxable.

Example

Travel Allowance x

Adjustments

Adjustments allow you to reduce your specific travel allowances if meals were provided or if you stayed with family/friends. In the event of personal leave, you can exclude the day. Refer to your company's policy guidelines in any case.

View Tax-Exempt Amounts ▼

Date	Location	Rate Type	Rate Amount	Tax-Exempt Amount
Tue, 20.10.2020	Bamberg, GERMANY	Meals	€ 14.00	€ 14.00 € 14.00
Wed, 21.10.2020	Bamberg, GERMANY	Meals	€ 28.00	€ 28.00 € 28.00
Thu, 22.10.2020	Bamberg, GERMANY	Meals	€ 28.00	€ 28.00 € 28.00
Fri, 23.10.2020	Bamberg, GERMANY	Meals	€ 14.00	€ 14.00 € 14.00
				Total: € 84.00

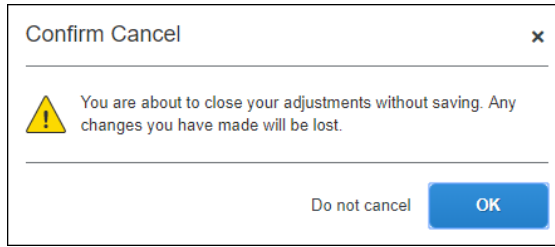
Cancel Save

The following table shows the fields and their descriptions.

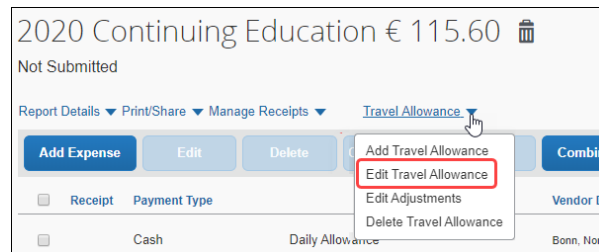
Column	Description
Exclude Day	Select this check box to mark a date as personal time and therefore not eligible for travel allowance benefits. NOTE: There is a Select All check box available for this column.
Within Municipality	Select this check box to indicate that the municipality where the day's work was performed is the same municipality where you live and usually work.

6. (Optional) Click **Back** to edit the itinerary page.

- (Optional) Click **Cancel** to close the adjustments page without saving your selections.



NOTE: The expense report is not deleted and the itinerary and allowances can be edited later by selecting **Travel Allowance > Edit Travel Allowance**.



- Click **Finish** to create the daily allowances and display the expense report.

A screenshot of the expense report interface for "Continued Education € 240.03". The report is marked as "Not Submitted". The "Travel Allowance" dropdown menu is open. The main table displays the following data:

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Cash	Daily Allowance	Madrid, SPAIN	06/08/2020	€ 53.34
<input type="checkbox"/>	Cash	Daily Allowance	Madrid, SPAIN	06/09/2020	€ 53.34
<input type="checkbox"/>	Cash	Daily Allowance	Madrid, SPAIN	06/10/2020	€ 53.34
<input type="checkbox"/>	Cash	Daily Allowance	Madrid, SPAIN	06/11/2020	€ 53.34
<input type="checkbox"/>	Cash	Daily Allowance	Madrid, SPAIN	06/12/2020	€ 26.67
					€ 240.03

It is important to understand the following about system-created expenses:

- As applicable, daily allowance expenses are assigned the default expense type of **Daily Allowance**.
- If rate information is changed *after* the daily allowance expenses have been created, the amounts are not updated unless the user returns to the adjustments page and clicks **Finish** again.

- Click **Add Expense** to add actual expenses. This step is not specific to the travel allowance feature and is accomplished in the same manner that is used to add non-travel allowance expenses to an expense report.

Continued Education € 240.03 Copy Report Submit Report

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▲	Requested
<input type="checkbox"/>		Cash	Daily Allowance	Madrid, SPAIN	06/08/2020	€ 53.34
					Print/Share ▾	
<input type="checkbox"/>		Cash	Daily Allowance	Madrid, SPAIN	06/09/2020	€ 53.34
<input type="checkbox"/>		Cash	Daily Allowance	Madrid, SPAIN	06/10/2020	€ 53.34
<input type="checkbox"/>		Cash	Daily Allowance	Madrid, SPAIN	06/11/2020	€ 53.34
<input type="checkbox"/>		Cash	Daily Allowance	Madrid, SPAIN	06/12/2020	€ 26.67
						€ 240.03

Adding Additional Itineraries to an Expense Report

► To add additional itineraries to an expense report

- Open the expense report and click **Travel Allowance > Add Travel Allowance**. The **Travel Allowance** wizard begins again from the **Itinerary** page.

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Add Travel Allowance Combine Expenses Move to ▾

- Add Travel Allowance
- Edit Travel Allowance
- Edit Adjustments
- Delete Travel Allowance

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Amount	Requested
<input type="checkbox"/>		Cash	Daily Allowance	Madrid, SPAIN	16.06.2020	€ 30,00	€ 30,00

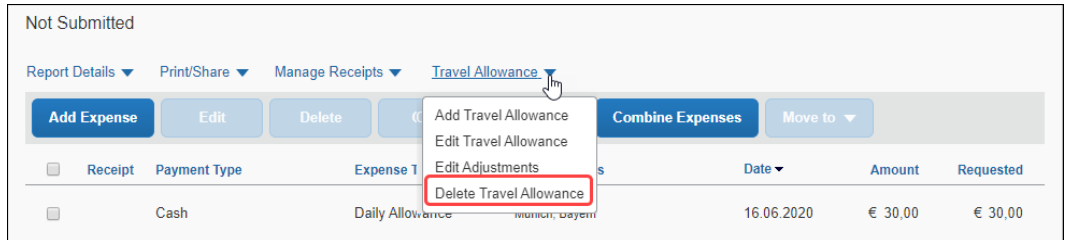
NOTE: There is no restriction on the number of itineraries that may be associated with an expense report.

- Complete the wizard and click **Finish**.

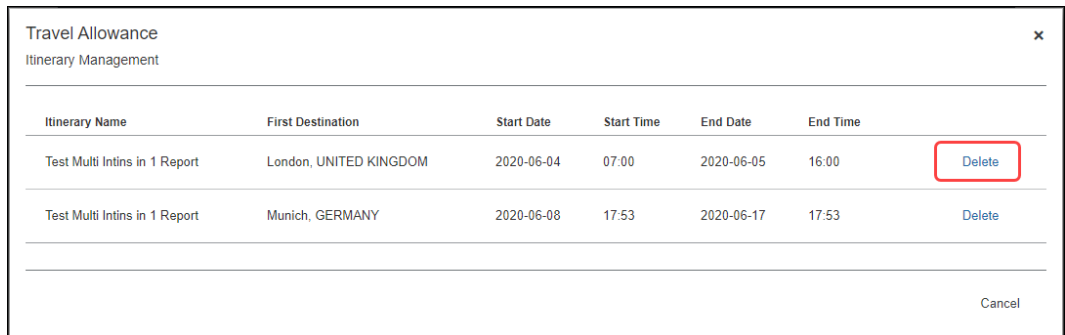
Deleting an Itinerary from an Expense Report

► **To delete an itinerary from an expense report**

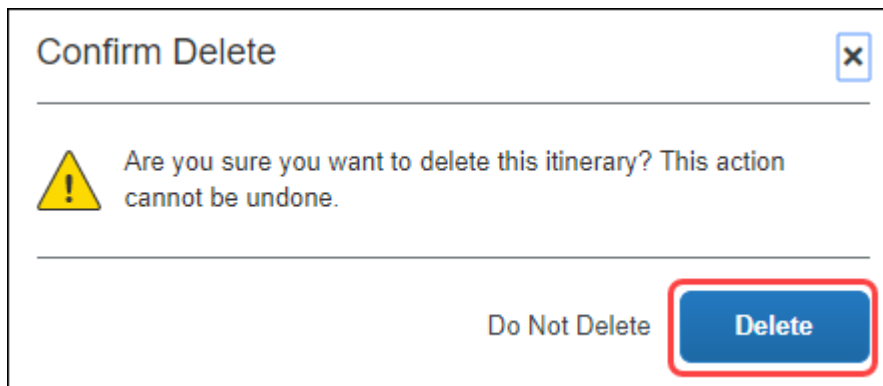
1. Open the expense report and click **Travel Allowance > Delete Travel Allowance**.



2. On the **Itinerary Management** page of the **Travel Allowance** wizard, in the desired row, click **Delete**.



3. Click **Delete**.



Section 4: View the Spain Statutory Bundle

A bundle is a set of rates. The simplest initial configuration of the travel allowance feature uses the statutory rate bundle provided by SAP Concur to create a configuration code.

- A **Rate Bundle** consists of rate types, calculation rules, trip types, meal types, lodging types, rates, deductions, and adjustments. SAP Concur provides statutory bundles based on current data available from each country's government.

Administrators may create their own configurable bundles to supersede the provided statutory bundles.



For more information about creating a (configurable) copy of an SAP-provided (read-only) statutory bundle, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

- A **Configuration Code** consists of a statutory and/or a configurable **Rate Bundle**.



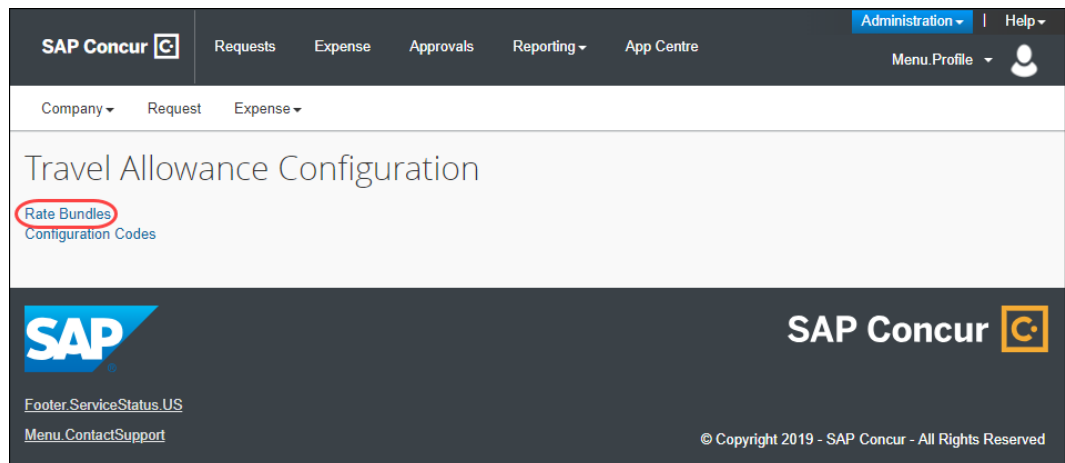
For more information about enablement, hierarchy, mappings, configuration codes, and optional configuration, refer to the *Expense: Travel Allowance Setup Guide*.

Accessing the Travel Allowance Configuration Page

- ▶ **To access the Travel Allowance Configuration page:**
 - Click **Administration > Expense > Travel Allowance Configuration**.

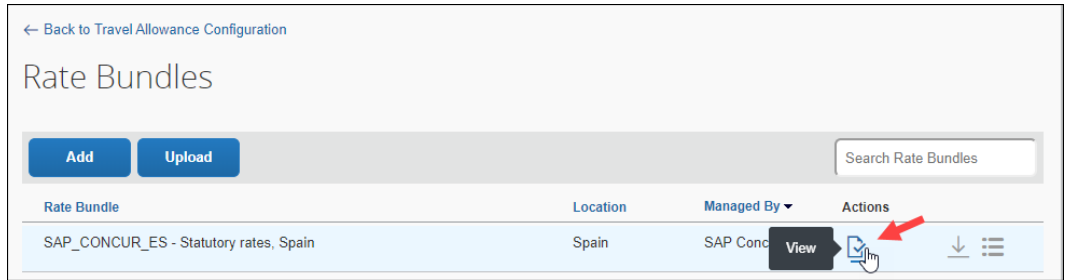
Viewing a Statutory Rate Bundle

- ▶ **To view a statutory rate bundle:**
 1. On the **Travel Allowance Configuration** page, click **Rate Bundles**. The **Rate Bundles** page displays.



Section 4: View the Spain Statutory Bundle

2. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🔗).



The **View Rate Bundle** page displays.

The screenshot shows the 'View Rate Bundle' page. At the top right are 'Back' and 'Save' buttons. The page contains several input fields, each with a 'View' icon (🔗) to its right:

- Rate Bundle Code *: SAP_CONCUR_ES
- Description *: Statutory rates, Spain
- Country *: SPAIN
- Rate Types: Lodging, Meals
- Trip Types: (empty)
- Meal Types: Within Municipality
- Lodging Types: (empty)

NOTE: All statutory bundles are read-only.

3. Click **View** (🔗) on the **Rate Types**, **Trip Types**, **Meal Types**, or **Lodging Types** to display the desired details such as codes, descriptions, rate categories, and calculation rules.



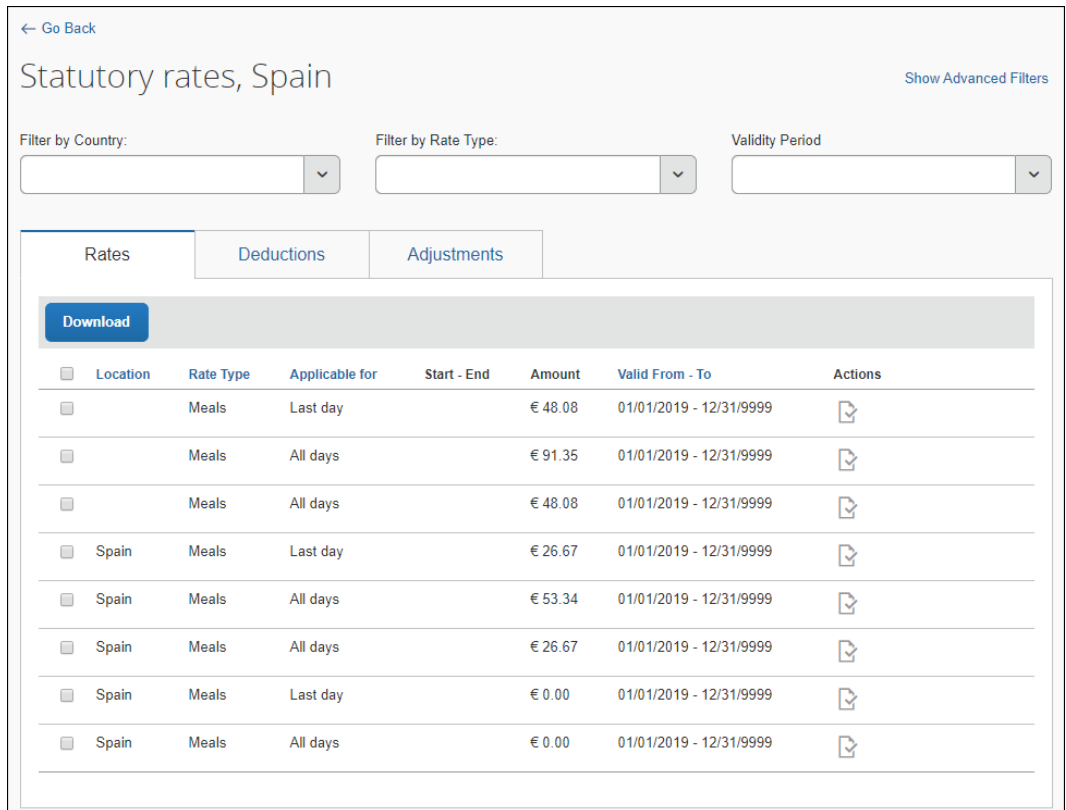
For more information about optional configuration for expense types, refer to the *Expense: Travel Allowance Setup Guide*.

4. Click **Back**.

5. Click **View contents** (☰).



The **Statutory rates, Spain** page displays.



6. Click **View** (📄) on the **Rates**, **Deductions**, and **Adjustments** tab along with the filters to display the desired details.

NOTE: Click **Show Advanced Filters** to display more filters.

The screenshot shows a user interface for advanced filters. In the top right corner, there is a button labeled "Hide Advanced Filters" with a red border. Below this, there is a grid of nine dropdown menus arranged in three rows and three columns. Each dropdown menu has a label above it and a downward-pointing arrow on the right side. The labels are: "Filter by Country:", "Filter by Rate Type:", "Validity Period", "Filter by Subdivision", "Filter by Administrative Region", "Filter by Location", "Filter by Trip Type:", "Filter by Meal Type:", and "Filter by Lodging Type:".

Show Advanced Filters toggles to and from **Hide Advanced Filters**.

Viewing the Contents of the Statutory Rate Bundle

Viewing Rate Types and Calculation Rules (Lodging and Meals)

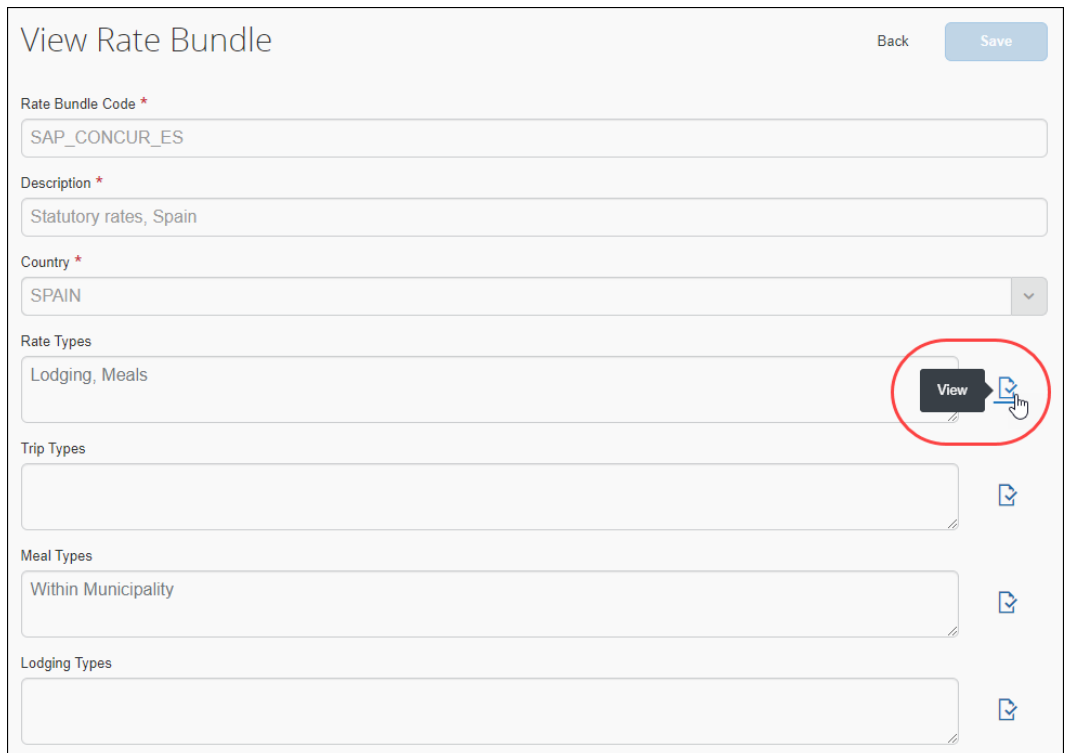
Rate Bundles contain **Rate Types** and **Rate Types** contain calculation rules.

► **To view the rate types:**

1. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🔗).



2. On the **View Rate Bundle** page, click **View** (🔗) on the **Rate Types**.



The **View Rate Types** page displays.

Code	Description	Rate Category	Calculation Rules
LODGING	Lodging	Lodging	
MEAL	Meals	Meal	

3. Click **View** () on the desired row. The calculation rules display.

NOTE: The following example graphic shows the rules for the **Meals** rate category. The default **Rule** selected depends on the **Rate Category** being viewed.

Meals

Rule Name	Rule
Reimbursement interval, domestic ?	Calendar day
Reimbursement interval, foreign ?	Calendar day
Location for rate determination, domestic ?	First leg based on time of departure, then all based o...
Location for rate determination, foreign ?	First leg based on time of departure, then all based o...
Several locations in a reimbursement interval, domestic ?	Rate of the last location
Several locations in a reimbursement interval, foreign ?	Rate of the last location, but giving preference to the I...
Several domestic locations in a domestic reimbursement interval, foreign ?	No special handling for domestic locations
Deductions ?	Ignore deduction time
Several itineraries on one date, durations ?	Keep all durations
Several itineraries on one date, reimbursement rates ?	Keep all rates

Lodging

View calculation rules of rate type: "Lodging" ✕

Rate Bundle: "Statutory rates, Spain"

Rule Name	Rule
Reimbursement interval, domestic ?	Calendar day ▼
Reimbursement interval, foreign ?	Calendar day ▼
Location for rate determination, domestic ?	Based on time of departure, including the last leg ▼
Location for rate determination, foreign ?	Based on time of departure, including the last leg ▼
Several locations in a reimbursement interval, domestic ?	Rate of first location ▼
Several locations in a reimbursement interval, foreign ?	Rate of first location ▼
Several domestic locations in a domestic reimbursement interval, foreign ?	No special handling for domestic locations ▼
Deductions ?	Ignore deduction time ▼
Several itineraries on one date, durations ?	Keep all durations ▼
Several itineraries on one date, reimbursement rates ?	Keep all rates ▼

Back
OK

The following table shows the read-only values that exists in the statutory bundle for rate types and calculation rules **and also the possible options** in the event that a configurable bundle is needed to supersede portions of the statutory bundle. An asterisk indicates a required field.



For more information about custom bundles, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

Rule Name	Rule Options
Reimbursement interval, domestic	<ul style="list-style-type: none"> Calendar day (default for Lodging and Meals)
Reimbursement interval, foreign	<ul style="list-style-type: none"> Calendar day (default for Lodging and Meals)
Location for rate determination, domestic	<ul style="list-style-type: none"> Based on time of departure, including the last leg (default for Lodging) First leg based on time of departure, then all based on time of arrival (default for Meals)

Rule Name	Rule Options
Location for rate determination, foreign	<ul style="list-style-type: none"> • Based on time of departure, including the last leg (default for Lodging) • First leg based on time of departure, then all based on time of arrival (default for Meals)
Several locations in a reimbursement interval, domestic	<ul style="list-style-type: none"> • Rate of the first location (default for Lodging) • Rate of the last location (default for Meals)
Several locations in a reimbursement interval, foreign	<ul style="list-style-type: none"> • Rate of the first location (default for Lodging) • Rate of the last location, but giving preference to the last foreign location on the last day or single day (default for Meals)
Several domestic locations in a domestic reimbursement interval, foreign	<ul style="list-style-type: none"> • No special handling for domestic locations (default for Lodging and Meals)
Several itineraries on one date, durations	<ul style="list-style-type: none"> • Keep all durations (default for Lodging and Meals) <p>NOTE: Using this rule option, when multiple trips occur on the same day, each trip is calculated independently.</p>
Several itineraries on one date, reimbursement rates	<ul style="list-style-type: none"> • Keep all rates (default for Lodging and Meals)
Deductions	<ul style="list-style-type: none"> • Ignore deduction time (default for Lodging and Meals)
Day for exchange rate	<ul style="list-style-type: none"> • Current daily exchange rate (default for Lodging and Meals)



For more information about rule options, refer to the *Expense: Travel Allowance Service Setup Guide*.

4. Click **Back**.

Viewing Trip Types (None)

The statutory Spain bundle does not contain any **Trip Types**.

▶ **To view the trip types:**

1. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🔍).

← Back to Travel Allowance Configuration

Rate Bundles

Add Upload Search Rate Bundles

Rate Bundle	Location	Managed By	Actions
SAP_CONCUR_ES - Statutory rates, Spain	Spain	SAP Concur	View 🔍 ⬇️ ☰

The **Trip Types** field does not contain any trip types.

View Rate Bundle

Back Save

Rate Bundle Code *
SAP_CONCUR_ES

Description *
Statutory rates, Spain

Country *
SPAIN

Rate Types
Lodging, Meals

Trip Types

Meal Types
Within Municipality

Lodging Types

2. Click **Back**.

Viewing Meal Types (Within Municipality)

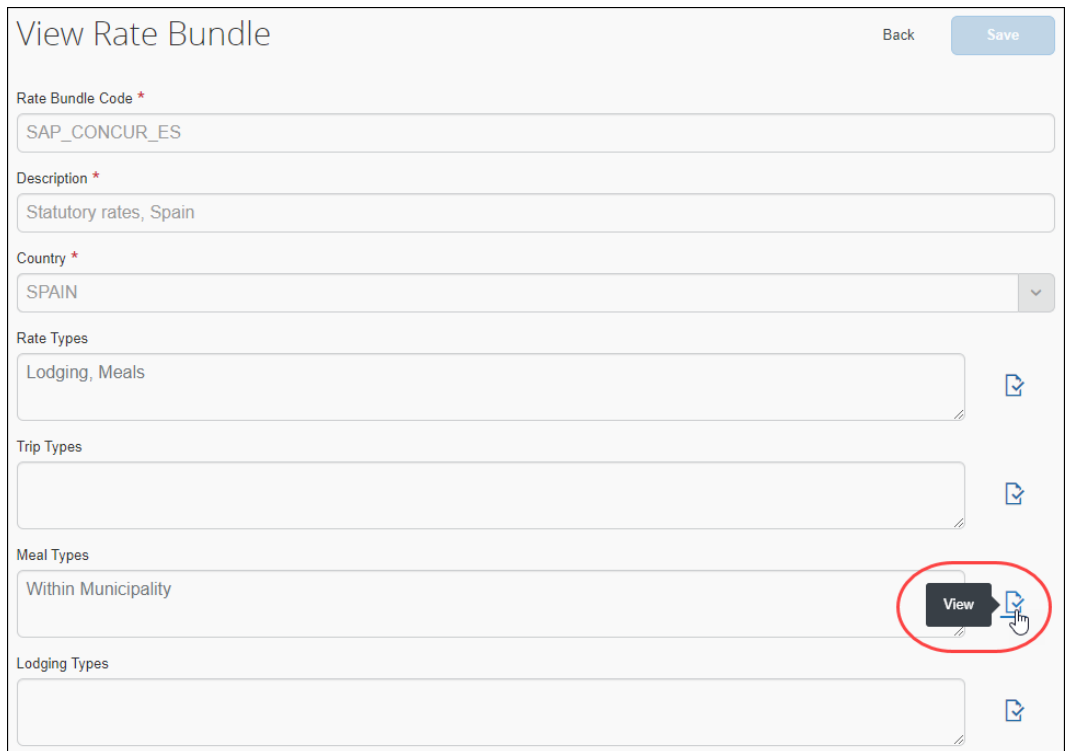
Rate Bundles contain **Meal Types** and **Meal Types** contain codes and descriptions.

▶ **To view meal types:**

1. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🔗).



2. On the **View Rate Bundle** page, click **View** (🔗) on the **Meal Types**.



The **View Meal Types** page displays.

Code	Description
WITHIN_MUNICIPALITY	Within Municipality

The following table shows the read-only value that exists in the statutory bundle for meal types.



For more information about custom bundles, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

Code	Description
WITHIN_MUNICIPALITY	This code reduces rates for travel allowances that occur within the municipality where the user lives and usually works.

3. Click **Back**.

Viewing Lodging Types (None)

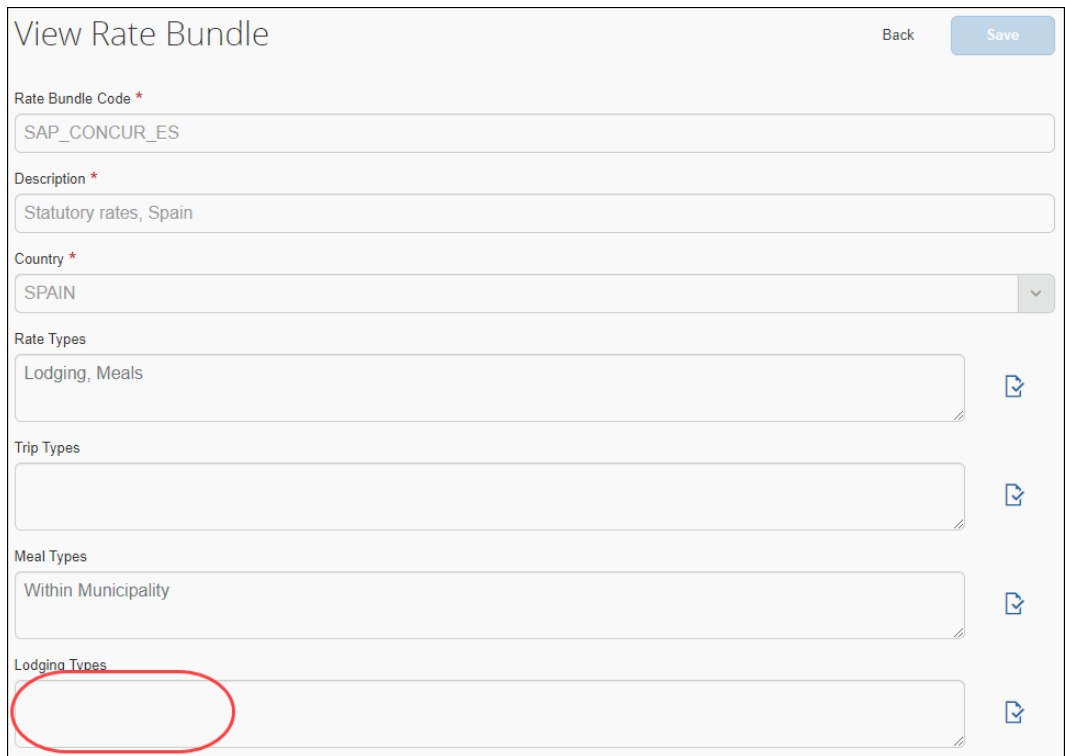
The statutory Spain bundle does not contain any **Lodging Types**.

▶ **To view lodging types:**

1. On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🔍).



The **Lodging Types** field does not contain any lodging types.

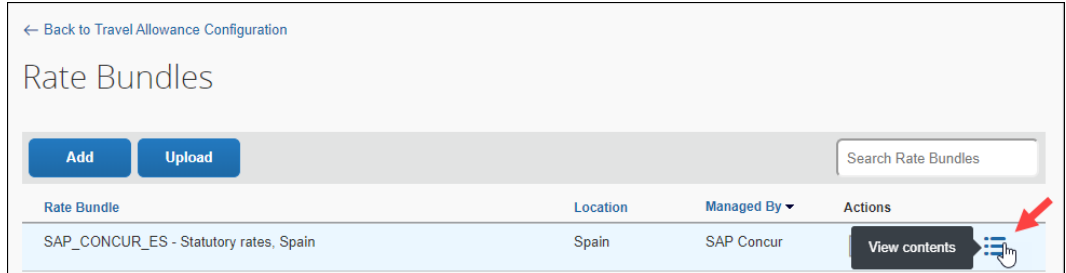


2. Click **Back**.

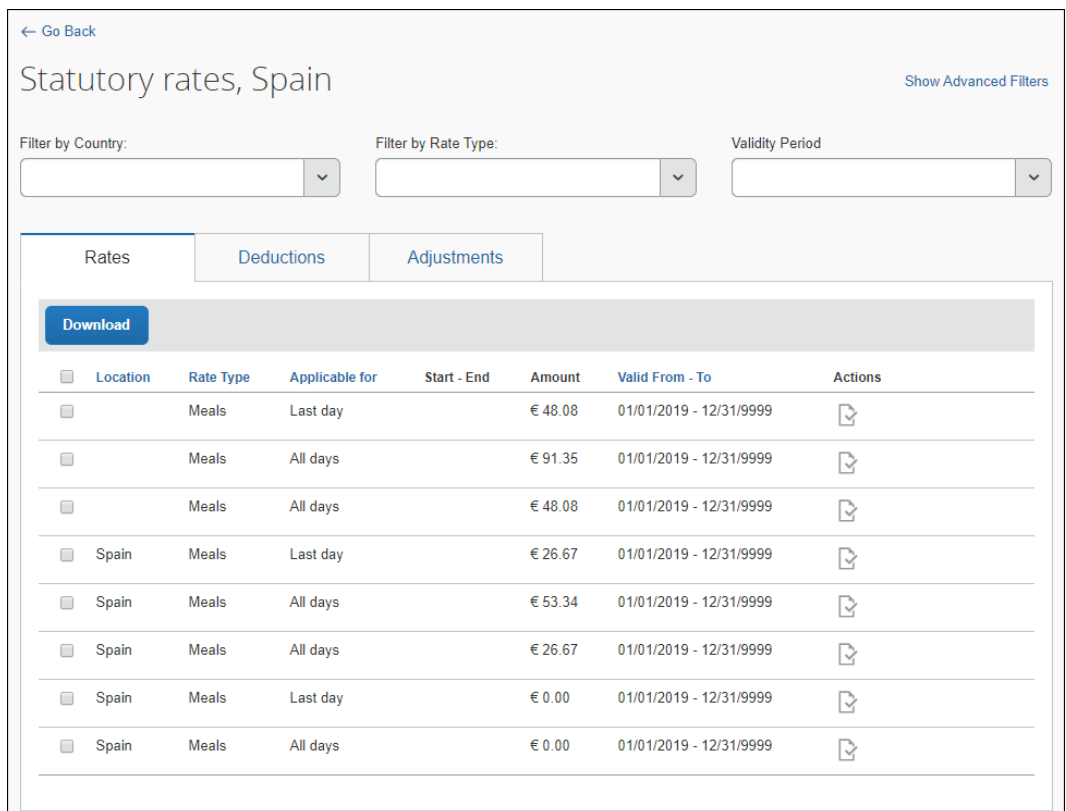
Viewing Rates

► **To view rates:**

1. On the **Rate Bundles** page, in the bundle's row, click **View contents** (☰).



The bundle's contents page displays the **Rates** tab and rates.



2. (Optional) Use filters to locate the desired rate.

Section 4: View the Spain Statutory Bundle

- (Optional) Use advanced filters to locate the desired rate.

Hide Advanced Filters

Filter by Country: [Dropdown] Filter by Rate Type: [Dropdown] Validity Period: [Dropdown]

Filter by Subdivision: [Dropdown] Filter by Administrative Region: [Dropdown] Filter by Location: [Dropdown]

Filter by Trip Type: [Dropdown] Filter by Meal Type: [Dropdown] Filter by Lodging Type: [Dropdown]

- Click **View** (📄) on the desired row.

Expense Admin User Experience Settings

← Go Back

Statutory rates, Spain

Show Advanced Filters

Filter by Country: [Dropdown] Filter by Rate Type: [Dropdown] Validity Period: [Dropdown]

Rates Deductions Adjustments

Download

Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
Meals	Meals	Last day		€ 48.08	01/01/2019 - 12/31/9999	View 📄
Meals	Meals	All days		€ 91.35	01/01/2019 - 12/31/9999	📄
Meals	Meals	All days		€ 48.08	01/01/2019 - 12/31/9999	📄
Spain	Meals	Last day		€ 26.67	01/01/2019 - 12/31/9999	📄
Spain	Meals	All days		€ 53.34	01/01/2019 - 12/31/9999	📄
Spain	Meals	All days		€ 26.67	01/01/2019 - 12/31/9999	📄
Spain	Meals	Last day		€ 0.00	01/01/2019 - 12/31/9999	📄
Spain	Meals	All days		€ 0.00	01/01/2019 - 12/31/9999	📄

The details of the rate display.

Example

View Rate
✕

Rate Bundle: "Statutory rates, Spain"

Required Fields

Rate Type * ?

Meals ▼

Amount * ?

48.08

Currency *

Euro ▼

Valid From * ?

01/01/2019

Valid To *

12/31/9999

Applicable for (days) * ?

Last day ▼

Time-Based Constraints

From Day of Trip ?

To Day of Trip

Minimum trip length in days ?

2

Maximum trip length in days

999

Minimum duration in minutes ?

Maximum duration in minutes

Start Time ?

h:mm A ⌵

End Time

h:mm A ⌵

The itinerary must cover the whole period
 The itinerary must cover a part of the period

Season start (month and day) ?

-

Season end (month and day)

-

Type Codes

Meal Type ?

▼

Back
OK


The following table shows the read-only values that exists in the statutory Spain rates **and also the possible options** in the event that a configurable bundle is needed to supersede portions of the statutory bundle. An asterisk indicates a required field.



For more information about configurable bundles, refer to the *Expense: Travel Allowance Generic Configurable Bundle Setup Guide*.

Field	Description
Required Fields	
Rate Type *	The value is <i>Incidentals, Lodging, or Meals</i> .

Field	Description
Required Fields Amount * Currency *	<p>The value is an amount and a currency to which the rate applies.</p> <p>When creating an expense report, the currency displayed here will be converted into the user's reimbursement currency as determined by the user's User Administration settings.</p>
Required Fields Valid From * Valid To *	<p>This value is a date range.</p> <p>A date range allows previous rates to remain applicable when processing trips in the past.</p> <p>NOTE: Regulatory rates are typically updated annually by calendar or financial year and so are valid only for limited date ranges.</p>
Required Fields Applicable for (days) *	<p>This value is <i>First day</i>, <i>Last day</i>, <i>All days</i>, or <i>Intervening days</i>.</p> <p>Intervening days are the days between the first and last day of a trip. The <i>All days</i> value includes the first day, intervening days, and the last day, and applies to one-day trips.</p>
Location Country/Region	<p>If this field is used for this rate, the value is the country where these rates apply.</p>
Location Subdivision	<p>If this field is used for this rate, the value is the state or province where these rates apply.</p>
Location Administrative Region	<p>If this field is used for this rate, the value is the county where these rates apply.</p>
Location Locality	<p>If this field is used for this rate, the value is the city where these rates apply.</p>
Time-Based Constraints From Day of Trip To Day of Trip	<p>If these fields are used for this rate, they display a number range of days during which the rate applies.</p> <p>This setting may be used when meal rates decrease after a certain number of days, since it is assumed that users become familiar with the place and find ways to spend less on meals.</p> <p>For example, meal per diems may be reduced to 80% as of day 15 of travel, and further reduced to 60% as of day 30 of travel.</p> <p>NOTE: This setting creates a per trip rate constraint and does not apply across multiple itineraries or trips.</p>
Time-Based Constraints Minimum trip length in days Maximum trip length in days	<p>If these fields are used for this rate, they display a number range of days from 1 to 999 to which this rate applies.</p> <p>This setting may be used when single-day trips have different rates than multi-day trips.</p> <p>For example, when both the minimum and maximum days display 1, then this rate applies only to a single-day trip.</p>

Field	Description
<p>Time-Based Constraints</p> <p>Minimum duration in minutes</p> <p>Maximum duration in minutes</p>	<p>If these fields are used for this rate, they display a number range of minutes to which this rate applies.</p> <p>For example, users may receive a meal per diem, such as 12 EUR when their trip is more than 8 hours (481 minutes) and less than 24 hours (1439 minutes) on a given day.</p>
<p>Time-Based Constraints</p> <p>Start Time</p> <p>End Time</p>	<p>If these fields are used for this rate, they display a clock time range during which the travel allowance is valid.</p> <p>For example, if a meal allowance is defined for travel between 13:00 and 14:00 and the trip ends at 12:30, then no meal allowance is provided.</p>
<p>Time-Based Constraints</p> <p>The itinerary must cover the whole period</p> <p>-or-</p> <p>The itinerary must cover a part of the period</p>	<p>If one of these constraints is used for this rate, the other cannot be used because these choices are mutually exclusive.</p> <p>For example, if a meal deduction is defined for travel between 13:00 and 14:00 and the trip ends at 13:30, then <i>The itinerary must cover the whole period</i> means no allowance is provided; however <i>The itinerary must cover a part of the period</i> means the allowance is provided.</p>
<p>Time-Based Constraints</p> <p>Minutes to be covered at least</p> <p>Minutes to be covered at most</p>	<p>If the <i>The itinerary must cover a part of the period</i> constraint displays, then these fields display a number range of minutes to which that constraint applies.</p>
<p>Time-Based Constraints</p> <p>Season start (month and day)</p> <p>Season end (month and day)</p>	<p>If these fields are used for this rate, they display months and days to which this rate applies.</p> <p>This setting is used when rates are different depending on the season.</p> <p>For example, rates in Darwin, Australia are lower during the rainy season (December – March) than during the rest of the year.</p>
<p>Type Codes</p> <p>Meal Type</p> <p>Note: Type Codes (trip, meal, and lodging) are highly configurable and will impact this section of the page.</p> <p> For more information, refer to the <i>Editing a Configurable Bundle</i> procedure of this guide.</p>	<p>If this field is used for this rate, the value is <i>Within Municipality</i>.</p>

Viewing Deductions

The statutory Spain bundle does not contain any **Deductions**.

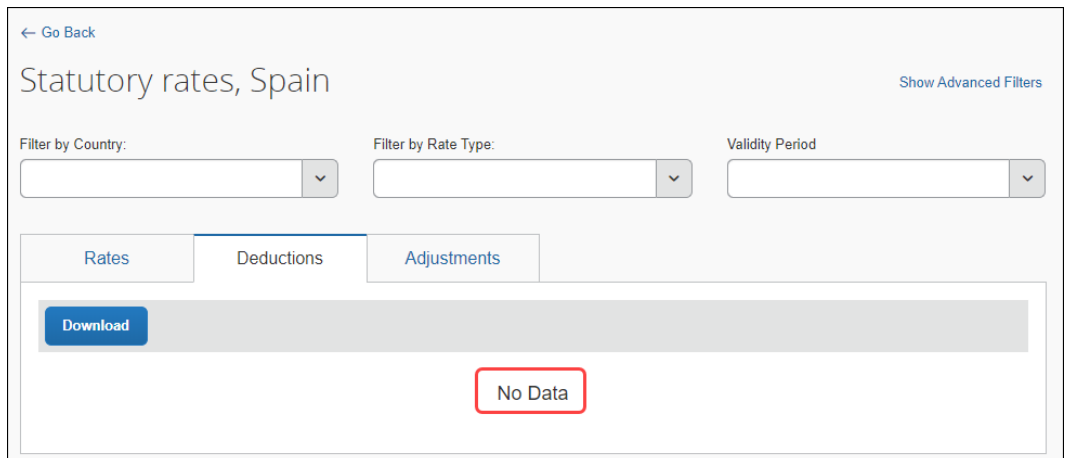
▶ **To view deductions in a rate bundle:**

1. On the **Rate Bundles** page, in the bundle's row, click **View contents** (☰).



The bundle's contents page displays with tabs for rates, deductions, and adjustments.

2. Click the **Deductions** tab.



3. Click **Go Back**.

Viewing Adjustments

The statutory Spain bundle does not contain any **Adjustments**.

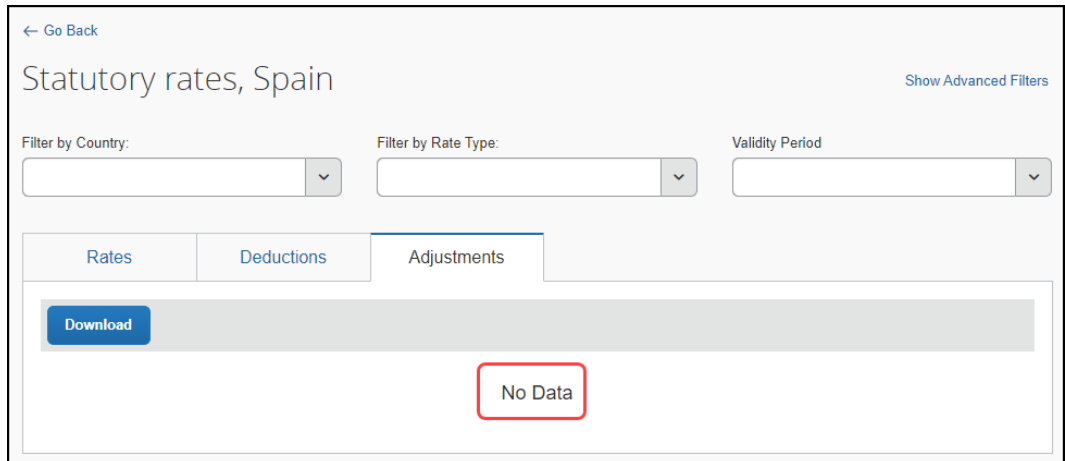
▶ **To view adjustments in a rate bundle:**

1. On the **Rate Bundles** page, in the bundle's row, click **View contents** (☰).



The bundle's contents page displays with tabs for rates, deductions, and adjustments.

2. Click the **Adjustments** tab.



3. Click **Go Back**.

Section 5: Spain-Specific Statutory Validations, Calculations Logic, and Adjustments

In the Spain travel allowance bundle, the definition of a business trip is when the user travels to a location that is not the regular workplace regardless of whether the trip is started from home or from the office. The system calculates reimbursements based on the *duration* the user is away from the user's home location during each day of the trip.

The most common method of reimbursement in Spain uses *daily* allowances for meals and *actual* expenses for lodging. If rates higher than the regulatory rates are

used, the company should track the amount paid which is over the regulatory limit because that amount is viewed as income by the taxation authorities and thus taxable to the user. It is common for collective agreements to set reimbursement amounts higher than those of the government.

Rates

The statutory rates for domestic Spain travel are the same throughout Spain, unless the travel is within the municipality where the user lives and usually works.

Cumulative Calculations for Multiple Trips in a Day

While end users have the ability to expense multiple trips in a day, the system treats each trip independently and calculates allowances separately.

! **IMPORTANT:** It is recommended that customers who have end users with travel patterns that may lead to unexpected reimbursement amounts, address this possible scenario through training, monitoring, or other means to ensure that government requirements for cumulative calculations are met.

Lodging Allowance

Lodging allowances are based on whether or not the user spent the night at accommodations other than the user's home. The lodging allowance is defined for each location and the user is either eligible for the whole allowance or no allowance for lodging – there are no partial lodging allowances.

The user may be reimbursed the actual amount of the lodging cost without tax implications, as long as a receipt is provided for the expense.

The statutory bundle for Spain does not contain rates for lodging.

The screenshot shows a web interface titled "Statutory rates, Spain". At the top left is a "Go Back" link. On the right is a "Show Advanced Filters" link. Below the title are three filter dropdowns: "Filter by Country:" with "Spain" selected, "Filter by Rate Type:" with "Lodging" selected, and "Validity Period:" which is empty. Below the filters are three tabs: "Rates" (active), "Deductions", and "Adjustments". Under the "Rates" tab is a blue "Download" button. In the center of the page, a red box highlights the text "No Data".

Meals Allowance

All Spanish travel allowance calculations are based on destination (domestic or international) and time (with or without overnight). All rates for meals within Spain are the same for all locations, unless the travel is within the home municipality, but vary depending on the length of the trip, that is with or without an overnight stay.

ABOUT PARTIAL DAYS

The Spanish government does not define rules for reducing the allowance amount for a partial day other than as already described for the last day of a trip, or a single-day trip. Therefore, partial days will have no reduction and the user will be entitled to the full allowance as determined by other rules such as provided meals.

The rates for Spain can be viewed on the **Statutory rates, Spain** page.

Statutory rates, Spain Show Advanced Filters

Filter by Country: Spain Filter by Rate Type: Validity Period

Rates Deductions Adjustments

Download

<input type="checkbox"/>	Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
<input type="checkbox"/>	Spain	Meals	Last day		€ 26.67	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	All days		€ 53.34	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	All days		€ 26.67	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	Last day		€ 0.00	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	All days		€ 0.00	01/01/2019 - 12/31/9999	

Within Municipality

Domestic trips within the user's home and usual work municipality use a type code calculation.

When creating an expense report, if an user marks an allowance as **Within Municipality**, no allowance is paid for domestic trips.

NOTE: The **Within Municipality** setting only applies to domestic trips and affects no change if selected for a foreign trip.

← Go Back

Statutory rates, Spain Show Advanced Filters

Filter by Country: Filter by Rate Type: Validity Period:

Rates | Deductions | Adjustments

[Download](#)

<input type="checkbox"/>	Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
<input type="checkbox"/>	Spain	Meals	All days		€ 0.00	01/01/2019 - 12/31/9999	View
<input type="checkbox"/>	Spain	Meals	All days		€ 26.67	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	All days		€ 53.34	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	Last day		€ 0.00	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	Last day		€ 26.67	01/01/2019 - 12/31/9999	

The details of this rate can be viewed on the **View Rate** page.

View Rate

Rate Bundle: "Statutory rates, Spain"

Required Fields

Rate Type *

Amount * Currency *

Valid From * Valid To *

Applicable for (days) *

Location

Country *

Subdivision *

Administrative Region *

Locality *

Time-Based Constraints

From Day of Trip *

To Day of Trip

Minimum trip length in days * Maximum trip length in days

Minimum duration in minutes *

Maximum duration in minutes

Start Time * End Time

The itinerary must cover the whole period
 The itinerary must cover a part of the period

Season start (month and day) * Season end (month and day)

Type Codes

Meal Type *

Back

Single-Day Trips Not in Municipality

Single-day trips use trip length logic based on the configuration of a maximum one day threshold. The statutory bundle provides a rate for domestic and overseas single-day trips not in the user's municipality.

← Go Back

Statutory rates, Spain Show Advanced Filters

Filter by Country: Filter by Rate Type: Validity Period:

Rates | Deductions | Adjustments

[Download](#)

<input type="checkbox"/>	Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
<input type="checkbox"/>	Spain	Meals	All days		€ 0.00	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	All days		€ 26.67	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	All days		€ 53.34	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	Last day		€ 0.00	01/01/2019 - 12/31/9999	
<input type="checkbox"/>	Spain	Meals	Last day		€ 26.67	01/01/2019 - 12/31/9999	

The details of this rate can be viewed on the **View Rate** page.

View Rate

Rate Bundle: "Statutory rates, Spain"

Required Fields

Rate Type * ? Meals	
Amount * ? 26.67	Currency * Euro
Valid From * ? 01/01/2019	Valid To * 12/31/9999
Applicable for (days) * ? All days	

Time-Based Constraints

From Day of Trip ?	To Day of Trip
Minimum trip length in days ? 1	Maximum trip length in days 1
Minimum duration in minutes ?	Maximum duration in minutes
Start Time ? h:mm A	End Time h:mm A
<input checked="" type="radio"/> The itinerary must cover the whole period <input type="radio"/> The itinerary must cover a part of the period	
Season start (month and day) ?	Season end (month and day)

Location

Country ?
Spain

Subdivision ?

Administrative Region ?

Locality ?

Type Codes

Meal Type ?

Back OK

Multiple-Day Trips Not in Municipality

Multiple-day trips use trip length logic based on the configuration of a minimum two day threshold. The statutory bundle provides a rate for multiple-day trips not in the user's municipality.

The screenshot shows the 'Statutory rates, Spain' interface. At the top, there is a 'Go Back' link and a 'Show Advanced Filters' link. Below this are three filter sections: 'Filter by Country:' with a dropdown set to 'Spain', 'Filter by Rate Type:' with an empty dropdown, and 'Validity Period' with an empty dropdown. There are three tabs: 'Rates' (selected), 'Deductions', and 'Adjustments'. A 'Download' button is located above the table. The table has the following columns: Location, Rate Type, Applicable for, Start - End, Amount, Valid From - To, and Actions. The table contains five rows of data. The third row is highlighted in light blue and has a red box around it. A 'View' button is visible in the Actions column of this row, with a mouse cursor pointing at it.

Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
Spain	Meals	All days		€ 0.00	01/01/2019 - 12/31/9999	
Spain	Meals	All days		€ 26.67	01/01/2019 - 12/31/9999	
Spain	Meals	All days		€ 53.34	01/01/2019 - 12/31/9999	View
Spain	Meals	Last day		€ 0.00	01/01/2019 - 12/31/9999	
Spain	Meals	Last day		€ 26.67	01/01/2019 - 12/31/9999	

The details of this rate can be viewed on the **View Rate** page.

View Rate

Rate Bundle: "Statutory rates, Spain"

Required Fields

Rate Type * ? Meals	Currency * Euro
Amount * ? 53.34	Valid To * 12/31/9999
Valid From * ? 01/01/2019	Applicable for (days) * ? All days

Location

Country ?
Spain

Subdivision ?

Administrative Region ?

Locality ?

Time-Based Constraints

From Day of Trip ? 	To Day of Trip
Minimum trip length in days ? 2	Maximum trip length in days 999
Minimum duration in minutes ? 	Maximum duration in minutes
Start Time ? h:mm A	End Time h:mm A

The itinerary must cover the whole period
 The itinerary must cover a part of the period

Season start (month and day) ?
-

Season end (month and day)
-

Type Codes

Meal Type ?

Back OK

Last Day of Multiple-Day Trips Within Municipality

The last day of a multiple-day trip within the user's home and usual work municipality use an **Applicable for (days)** field along with the type code calculation.

The screenshot shows the 'Statutory rates, Spain' interface. At the top, there is a 'Go Back' link and a 'Show Advanced Filters' link. Below this are three filter sections: 'Filter by Country' (set to 'Spain'), 'Filter by Rate Type', and 'Validity Period'. There are three tabs: 'Rates', 'Deductions', and 'Adjustments'. A 'Download' button is located above the table. The table has the following columns: Location, Rate Type, Applicable for, Start - End, Amount, Valid From - To, and Actions. The table contains five rows of data. The fourth row is highlighted in blue and has a red box around it. This row has 'Spain' in the Location column, 'Meals' in the Rate Type column, 'Last day' in the Applicable for column, '€ 0.00' in the Amount column, and '01/01/2019 - 12/31/9999' in the Valid From - To column. The Actions column for this row contains a 'View' button and a download icon. A mouse cursor is pointing at the 'View' button.

Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
Spain	Meals	All days		€ 0.00	01/01/2019 - 12/31/9999	
Spain	Meals	All days		€ 26.67	01/01/2019 - 12/31/9999	
Spain	Meals	All days		€ 53.34	01/01/2019 - 12/31/9999	
Spain	Meals	Last day		€ 0.00	01/01/2019 - 12/31/9999	View
Spain	Meals	Last day		€ 26.67	01/01/2019 - 12/31/9999	

The details of this rate can be viewed on the **View Rate** page.

View Rate ✕

Rate Bundle: "Statutory rates, Spain"

Required Fields

Rate Type * ?
Meals

Amount * ? Currency *
Euro

Valid From * ? Valid To *
12/31/9999

Applicable for (days) * ?
Last day

Time-Based Constraints

From Day of Trip ? To Day of Trip

Minimum trip length in days ? Maximum trip length in days

Minimum duration in minutes ? Maximum duration in minutes

Start Time ? End Time

The itinerary must cover the whole period
 The itinerary must cover a part of the period

Season start (month and day) ? Season end (month and day)

Type Codes

Meal Type ?
Within Municipality

Location

Country ?
Spain

Subdivision ?

Administrative Region ?

Locality ?

Back

Last Day of Multiple-Day Trips Not Within Municipality

The last day of a multiple-day trip **not** within the user's home and usual work municipality uses an **Applicable for (days)** field without a type code calculation.

The screenshot shows the 'Statutory rates, Spain' interface. At the top, there is a 'Go Back' link and a 'Show Advanced Filters' link. Below this, there are three filter dropdowns: 'Filter by Country:' (set to 'Spain'), 'Filter by Rate Type:', and 'Validity Period:'. The main content area has three tabs: 'Rates' (selected), 'Deductions', and 'Adjustments'. A 'Download' button is located above the table. The table has the following columns: Location, Rate Type, Applicable for, Start - End, Amount, Valid From - To, and Actions. The table contains five rows of data. The last row is highlighted in blue and has a red box around it. This row has 'Spain' in the Location column, 'Meals' in the Rate Type column, 'Last day' in the Applicable for column, '€ 26.67' in the Amount column, and '01/01/2019 - 12/31/9999' in the Valid From - To column. The Actions column for this row contains a 'View' button and a document icon.

Location	Rate Type	Applicable for	Start - End	Amount	Valid From - To	Actions
Spain	Meals	All days		€ 0.00	01/01/2019 - 12/31/9999	
Spain	Meals	All days		€ 26.67	01/01/2019 - 12/31/9999	
Spain	Meals	All days		€ 53.34	01/01/2019 - 12/31/9999	
Spain	Meals	Last day		€ 0.00	01/01/2019 - 12/31/9999	
Spain	Meals	Last day		€ 26.67	01/01/2019 - 12/31/9999	View

The details of this rate can be viewed on the **View Rate** page.

The screenshot shows the 'View Rate' configuration page for 'Statutory rates, Spain'. The page is divided into several sections:

- Required Fields:**
 - Rate Type: Meals
 - Amount: 26.67
 - Currency: Euro
 - Valid From: 01/01/2019
 - Valid To: 12/31/9999
 - Applicable for (days): Last day
- Time-Based Constraints:**
 - From Day of Trip: [Empty]
 - To Day of Trip: [Empty]
 - Minimum trip length in days: 2
 - Maximum trip length in days: 999
 - Minimum duration in minutes: [Empty]
 - Maximum duration in minutes: [Empty]
 - Start Time: h:mm A
 - End Time: h:mm A
 - Radio buttons:
 - The itinerary must cover the whole period
 - The itinerary must cover a part of the period
 - Season start (month and day): [Empty]
 - Season end (month and day): [Empty]
- Location:**
 - Country: Spain
 - Subdivision: [Empty]
 - Administrative Region: [Empty]
 - Locality: [Empty]
- Type Codes:**
 - Meal Type: [Empty]

At the bottom right, there are 'Back' and 'OK' buttons.

Section 6: Considerations for Creating Configurable Bundles

This section lists important considerations and options available to clients who choose to create custom configurable bundles to supersede portions of the Spain statutory bundle.

NOTE: When using a configurable bundle along with a statutory bundle, the configurable bundle only needs to contains the settings that will supersede the statutory bundle, **not all settings**.

Marking a Meal as Provided

The Spanish government does not provide clearly defined guidelines for the handling of provided meals (i.e. as fixed amounts per meal type or as a % of the full allowance). For this reason, the statutory bundle does not include deductions for provided meals. Companies may manage their desired deductions for provided meals using a configurable bundle.

What the User Sees

Additionally configured meal types choices display to the user on the **Adjustments** page.

Travel Allowance x

Adjustments

Adjustments allow you to reduce your specific travel allowances if meals were provided. For personal leave, you can exclude the day. Refer to your company's policy guidelines in any case.

View Adjustments ▼

Date/Location	Exclude Day	Within Municipality	Breakfast	Lunch	Dinner	Amount
Select All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 06/08/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 53.34
Tue, 06/09/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 53.34
Wed, 06/10/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 53.34
Thu, 06/11/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 53.34
Fri, 06/12/2020 Madrid, SPAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 26.67
Total: € 240.03						

Cancel Save

What the Admin Sees

Meal types choices can be configured from the **Deductions** tab of the bundle.

The screenshot displays the SAP Concur interface for configuring a bundle. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Reporting', and 'App Center'. The main header shows 'Spain Company Bundle' with a 'Show Advanced Filters' link. Below the header, there are filter options for 'Filter by Country', 'Filter by Rate Type', and 'Validity Period'. The 'Deductions' tab is active, showing a table with columns: Location, Rate Type, Category, Percentage, Amount, Valid From - To, and Actions. A row for 'Meals' is highlighted with a red box, showing a 30.00% rate and a validity period of 01/01/2020 - 31/12/9999. An 'Edit Deduction' modal is open, showing the following fields:

- Required Fields:**
 - Rate Type: Meals
 - Deduction Category: Dinner
 - Percentage: 30
 - Amount: (empty)
 - Benefit in Kind Amount: (empty)
 - Valid From: 01/01/2020
 - Valid To: 12/31/9999
 - Applicable for (days): All days
- Time-Based Constraints:**
 - From Day of Trip: (empty)
 - To Day of Trip: (empty)
 - Minimum trip length in days: (empty)
 - Maximum trip length in days: (empty)
 - Minimum duration in minutes: (empty)
 - Maximum duration in minutes: (empty)
 - Season start (month and day): (empty)
 - Season end (month and day): (empty)
- Type Codes:**
 - Meal Type: (empty)

Marking a Provided Meal as Taxable

To support marking a provided meal as a taxable benefit, a custom meal type value must be configured in the configurable bundle. This allows required tracking for reporting purposes.

Meals which are supplied by the company to Spanish users, in certain circumstances, are considered to constitute a benefit-in-kind for tax purposes. For example:

- A meal supplied at a company canteen paid for by in-house currency or voucher;
- A meal supplied as part of a training course, seminar, or conference arranged and paid for by the company; or
- Any meal arranged in advance by the company and paid for by the company or a third party on behalf of the company.

If the value of the meal is over the statutory rate, then the full value of the meal is considered taxable.

A company can choose to handle benefit-in-kind meals in different ways, but the amount must be accounted for in some way.

The configuration for marking provided meals as taxable is flexible. For example, rather than adding a single meal type choice of "Taxable", multiple choices in the list may be configured to represent different meal combinations – this accommodates indicating which of the meals is taxable where more than one meal is marked as provided and not all of the meals are taxable.

What the User Sees

Additionally configured meal types choices display to the user on the **Adjustments** page.

What the Admin Sees

Meal types choices can be configured by the admin on the **Edit Meal Types** page of the bundle.

Paying Higher or Lower Than Statutory Meals Allowances

Client may desire supported rate deviations due to company policy or agreements with the state, such as:

- Reduced domestic rates for travel to company locations
- Paying allowances where legally no allowance would be paid

If desired, the system can be configured to pay higher or lower than the statutory amounts for meals allowances.

Paying higher rates would mean that the difference (compared to the tax-free rate) may be subject to income tax.

Paying Allowances for Days Where No Tax-Free Allowance Applies

If desired, the system can be configured to pay an allowance where the statutory rates would not provide one.

This total allowance would then be subject to income tax.

Paying for In-Municipality Meals and Tracking Them as Taxable

While there is no statutory meals allowance for trips within the user's home municipality, clients may choose to pay an allowance for these trips. Clients may define their own meals allowance and track that full amount as taxable.

