



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

PROCUREMENT SERVICE CENTER

Published on *University of Colorado* (<http://www.cu.edu>)

[Home](#) > [Step 2f - Adding Per Diem \(Fixed Meal\) Expenses](#)

Step 2f - Adding Per Diem (Fixed Meal) Expenses ^[1]

According to the PSC Procedural Statement Travel, the Meals & Incidental Expenses (M&IE) per diem is the maximum dollar amount allowed for eligible meals (including meal tips) that you need to purchase during a University trip. M&IE also includes an incidental amount to offset other trip expenses (maids, porters, bellhops, personal phone calls, and the like). The M&IE per diem is established by the destination. You do not need to submit receipts to claim per diem.

Watch a Video:

- [Adding Meal Per Diem to Expense Reports](#) ^[2]
- [Using the Travel Card to Pay for Travel Meals](#) ^[3]

Or you can read the step-by-step below

Files:



[sbs-step-2f-travel-recon-adding-diem-fixed-meal-expenses-071615.pdf](#)^[4]

Source URL: <http://www.cu.edu/psc/training/step-2f-adding-diem-fixed-meal-expenses>

Links:

[1] <http://www.cu.edu/psc/training/step-2f-adding-diem-fixed-meal-expenses>

[2] <http://www.cu.edu/psc/adding-meal-diem-expense-reports>

[3] <http://www.cu.edu/psc/concur-how-using-travel-card-pay-travel-meals>

[4] <http://www.cu.edu/sites/default/files/policies/40928-step-2f-adding-diem-fixed-meal-expenses/files/sbs-step-2f-travel-recon-adding-diem-fixed-meal-expenses-071615.pdf>