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**PROCUREMENT SERVICE CENTER**

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## **Step 2f - Adding Per Diem (Fixed Meal) Expenses** <sup>[1]</sup>

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](#) <sup>[2]</sup>
- [When the Travel Card is Used to Pay for Travel Meals](#) <sup>[3]</sup>

Or you can read the step-by-step below

### **Files:**



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

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**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/when-travel-card-used-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>