

Step-by-Step Guide

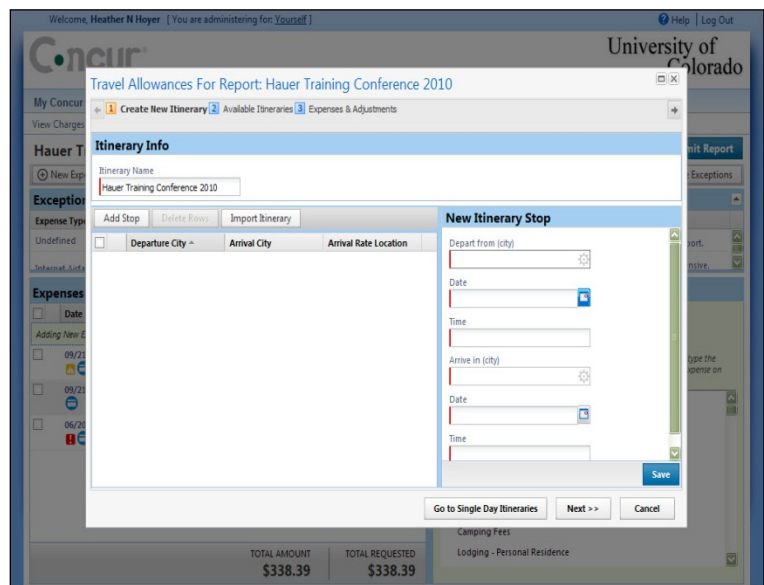
Travel Reconciliation Expense Report: Step 2f – Adding Per Diem (Fixed Meal) Expenses

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.

Within the Concur Travel & Expense System, an Itinerary is created and assigned to an expense report to calculate per diem (fixed meal) travel allowances.

The first step was to create your expense report by [completing the Report Header](#). Now it is time to add expenses to your expense report...and to add information to those expenses.

To create the Itinerary, click **Details** and select **New Itinerary**.



The Itinerary window will appear.

If your trip was booked using Concur Travel & Expense, or through a travel agent at Christopherson Business Travel, your itinerary can be imported. Click the **Import Itinerary** button, select the appropriate itinerary, and follow the steps below to update your destination(s) if needed.

The first step is to enter the departure city, date and time for the beginning of your trip. A list of previously-selected cities may appear. If not, search for it here by typing the city (or county if the city cannot be found).

Use the calendar to select the start date of your trip.

In the first **Time** field, enter the time your trip began. You can use either AM and PM (with no periods) or the 24-hour-clock (military time).

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Likewise, search for the destination city if it doesn't appear in the previously-selected list.

Concur assumes the arrival date and the departure date are the same. If this is not the case, select a different date.

Enter the arrival time – there is no need to adjust for time zone differences.

Click **Save**.

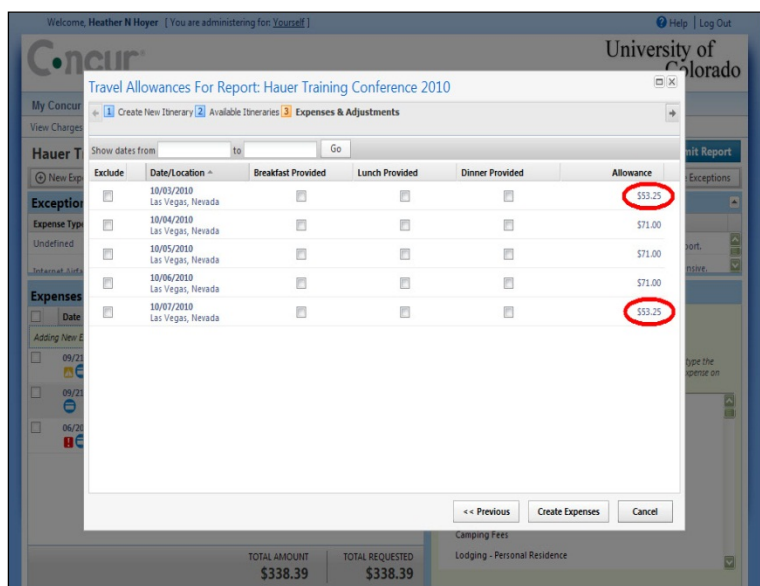
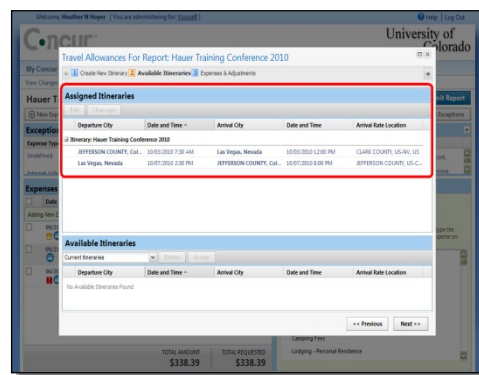
Every Itinerary should have a minimum of two stops: the first stop documents the beginning of your trip, and the second stop documents your return.

The **Depart from (city)** field will default to your arrival city from the previous stop.

Enter the dates, times, and cities, as discussed above. Click **Save** to save the newly-entered stop.

If there are multiple destinations (legs) to your trip, continue to add stops. The final stop will represent your return home. Once every destination has been entered and saved, click **Next**.

The Itinerary is automatically assigned to the expense report; click **Next**.



The per diem (i.e., fixed meal or travel allowance) amounts are calculated on a daily basis, with the first and last trip days allowed a maximum 75% of the daily per diem rate.

Select the meals, if any, that were provided to you by another source (for example, the conference provided lunch).

Once the checkboxes accurately reflect which meals were provided by other sources, click **Create Expenses**.

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The daily per diem (travel allowance) amounts appear as *Fixed Meals* on your expense report.

	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	10/07/2010	Fixed Meals Las Vegas, Nevada	\$41.25	\$41.25
<input type="checkbox"/>	10/06/2010	Fixed Meals Las Vegas, Nevada	\$23.00	\$23.00
<input type="checkbox"/>	10/05/2010	Fixed Meals Las Vegas, Nevada	\$41.00	\$41.00
<input type="checkbox"/>	10/04/2010	Fixed Meals Las Vegas, Nevada	\$59.00	\$59.00
<input type="checkbox"/>	10/03/2010	Fixed Meals Las Vegas, Nevada	\$53.25	\$53.25
<input type="checkbox"/>	09/21/2010	Internet Airfare DELTA AIR 0067922608190, San Antoi	\$259.80	\$259.80
			TOTAL AMOUNT	TOTAL REQUESTED
			\$555.89	\$555.89

Reconciling Travel Card Per Diem Meal Expenses

If you use your Travel Card for your per diem meals, those expenses must be reconciled. Additionally, Travel Card expenses are paid with University funds so your per diem reimbursement amount must be decreased to reflect the amount the University has already paid. This is done by identifying the Travel Card per diem meal expenses as Personal Travel Charges.

Begin by adding your Travel Card per diem meal expenses to your expense report, if needed. (Refer to the Step-by-Step Guide [Step 2b – Adding Travel Card Expenses](#) for details.) Select one of the Travel Card per diem meal expenses from the left side of your screen.

Use the Expense Type dropdown to select *Personal Travel Charge (not reimbursable)*.

Click **Save**. The Total Requested amount at the bottom of your screen is decreased to reflect University funds paid for that meal.

Repeat for each Travel Card per diem meal expense.

Continue to add expenses to your expense report.

	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	10/07/2010	Fixed Meals Las Vegas, Nevada	\$41.25	\$41.25
<input type="checkbox"/>	10/06/2010	Fixed Meals Las Vegas, Nevada	\$23.00	\$23.00
<input checked="" type="checkbox"/>	10/05/2010	Personal Travel Charge OSAKA SUSHI, DENVER, CO	\$63.59	\$0.00
<input type="checkbox"/>	10/05/2010	Fixed Meals Las Vegas, Nevada	\$41.00	\$41.00
<input type="checkbox"/>	10/04/2010	Fixed Meals Las Vegas, Nevada	\$59.00	\$59.00
<input type="checkbox"/>	10/03/2010	Fixed Meals Las Vegas, Nevada	\$53.25	\$53.25
			TOTAL AMOUNT	TOTAL REQUESTED
			\$619.48	\$555.89

Note: If your Travel Card meal costs exceed per diem limits, you *may* need to reimburse the University (depending on the total amount of your reimbursable

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expenses). If this is the case, an exception will appear at the top of your expense report and documentation of your reimbursement to the University must be attached before you submit the expense report. This is discussed further in Step-by-Step Guide [Step 5a – Determining Reimbursement Amounts](#).

*You have now added per diem (i.e., fixed meal or travel allowance) expenses to your Travel Reconciliation expense report. Continue with **Step 2 – Adding Expenses**. There are several Step-by-Step Guides available on the [Concur Travel Reconciliation Learning Resources web page](#):*

- *Adding Travel Card Expenses*
- *Adding Out-of-Pocket Expenses*
- *Adding Lodging Expenses*
- *Adding Mileage Expenses*
- *Reconciling Cash Advances*

Once all expenses have been added, go on to [Step 3 – Allocating Expenses](#).