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

According to the PSC Procedural Statement <u>Travel</u>, 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 <u>completing the Report Header</u>. 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 Travel Allowances 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.

Travel Allowances For Report: Hoyer ATD	ICE 2014 🛛 🛪
Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable	Allowances Summary
llinerary Name Hoyer ATD ICE 2014	GD Concur Rates
Add Stop Delete Rox Import linerary	New Itinerary Stop
Departure City - Arrivan corg Arrival Rate Location No Elinerary Rows Found	Depart from (city) Date Time Arrive in (city) Date Time Date Time Date Time Date Time Date Time Date Time Date Date Date Date Date Date Date Dat
	Go to Single Day Itineraries Next >> Done

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).

Step-by-Step Guide

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

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 newlyentered 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**.

angline in interest				
Edit Unassign				
Departure City	Date and Time -	Arrival City	Date and Time	Arrival Rate Location
Binerary: Hoyer ATD ICE 2014	4			
Denver, Colorado	11/10/2014 07:55 AM	Chicago, Illinois	11/10/2014 11:20 AM	COOK COUNTY, US-IL, US
Chicago, Binois	11/10/2014 02:10 PM	Albany, New York	11/10/2014 05:07 PM	ALBANY COUNTY, US-NY, US
Albany, New York	11/12/2014 02:12 PM	Washington, District of Columbia	11/12/2014 04:10 PM	DISTRICT OF COLUMBIA, US-
Washington, District of Columbia	11/12/2014 05 22 PM	Denver, Colorado	11/12/2014 07:25 PM	DENVER COUNTY, US-CO, US
Washington, Distinct of Columbia	11/12/2014 05 22 PM	Denver, Colorado	11/12/2014 07:25 PM	DEINTER COUNTY, US-CO, US
Washington, Distinct of Columbia	Dealer Date and Time -	Denver, Colurado	11/12/2014 07:25 PM	DENVER COUNTY, US-CO, US
Washington, Distinct of Columbia Wasilable (timeraries Corrent lineraries Departmer City Dimerary CCSD Meeting Oct 2	11/12/2014 05 22 PM 20040 Assay Date and Time - 1014	Denver, Colurado Arrival City	11/12/2014 07 25 PM Date and Time	DENVER COUNTY, US-CO, US
Washington, District of Columbia Washington, District of Columbia Washington, District of Columbia Department City District of Colorado	10/12/2014 05 22 PM Close Date and Time - 10/14 10/12/2014 11:14 AM	Denver, Colurado Antivel City San Diego, California	11/12/2014 07 25 PM Delte and Time 10/12/2014 01 08 PM	DENVER COUNTY, US-CO, US Antivel Rete Location SAN DEOD COUNTY, US-CA
Washington, District of Columbia Valiabile (cineraries Corrent Rineraries Departmer City Bioincary, UCSD Meeting Oct 2 Denver, Colorada San Departomer	11/12/2014 05 22 PM Celefor Association Date and Time - 1014 1011/2014 11 14 AM 1011/2014 03 09 PM	Denver, Colorado Antival City San Diego, California Denver, Colorado	11/12/0314 07 25 PM Date and Time 10/12/0314 01:08 PM 10/14/0314 07:10 PM	DENVER COUNTY, US-CO, US Annuel Rate Location SAN DIEGO COUNTY, US-CA DENVER COUNTY, US-CA

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.

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

Create New Itinera	ry 2 Available Itiner	aries 3 Expenses & A	djustments		
how dates from	to	Go			
xclude All 🔲	Date/Location +	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	11/10/2014 Albany, New York				\$45.75
	11/11/2014 Albany, New York				\$46.00
	11/12/2014 Albany, New York				\$45.75

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**.

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

Ex	(pei	nses		Move • Dele	te Copy View •	«		
		Date	Expense •	Amount	Requested			
A	Adding New Expense							
	>	11/12/2014	Lodging Rates HILTON GARDEN INN TROY, Tr	\$275.28 o	\$275.28	^		
		11/12/2014	Fixed Meals Albany, New York	\$45.75	\$45.75	1		
		11/11/2014	Fixed Meals Albany, New York	\$46.00	\$46.00			
		11/10/2014	Fixed Meals Albany, New York	\$45.75	\$45.75	L		
		11/12/2014	Airport Baggage Handling	\$25.00	\$25.00			
			TOT	AL AMOUNT	TOTAL REQUESTE	D		
			1	\$462.78	\$462.7	8		

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 <u>Step 2b – Adding Travel Card Expenses</u> 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.

Expenses				Move • Del	ete Copy	View •	«
	Date	Expense •		Amoun	t Re	equested	
Adding New Expense							
	11/12/2014	Personal Travel Charge MPX*SPA WEEK016260	e (not rein 17631000,	\$25.0	0	\$0.00	1
□ >	11/12/2014	Lodging Rates HILTON GARDEN INN T	ROY, Tro	\$275.28		\$275.28	
	11/10/2014	Fixed Meals Albany, New York		\$45.7	5	\$45.75	
	11/11/2014	Fixed Meals Albany, New York		\$46.0	D	\$46.00	
			TOTAL		-	COULCET	
			TOTALA		TUTAL R		
			\$46	62.78	\$	437.7	8

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

Repeat for each Travel Card per diem meal expense. Also, continue to add expenses to your expense report.

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 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 <u>Step</u> <u>5a – Determining Reimbursement Amounts</u>.

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 <u>Concur Travel Reconciliation</u> <u>Learning Resources web page</u>:

- 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 <u>Step 3 – Allocating</u> <u>Expenses</u>.