

## Concur How-to: Adding Meal Per Diem to Non-Employee Reimbursement Reports <sup>[1]</sup>

Do you need to reimburse a non-employee for meals? The Meals & Incidental Expenses Per Diem is the maximum amount allowable for meal reimbursement. Per Diem rates vary by destination and are prorated to 75% on the first and last days of a trip.

You can add Per Diem amounts to a Non-Employee Reimbursement report in the Concur Travel & Expense System.

### Watch the video

### Read the procedures

1. In Concur, start the non-employee reimbursement report by completing the report header, selecting Non-Employee Reimbursement as the **Policy**.
2. To add Meals - Use the expense types listed under Travel Meals. You'll see that we have 3 pairs:
  - o Denver/Aurora,
  - o Boulder/Colorado Springs, and
  - o Other City Rate, for anywhere else
  - oThe 2 Colorado expense types include the maximum dollar amount in the expense type names. When you use the Other City Rate, you'll need to look up Per Diem amounts for your specific destination.

#### **To Look Up Per Diem**

Refer to the [GSA website](#) <sup>[2]</sup>. Search for the destination and see the Meals & Incidentals (M&IE) Breakdown. This breakdown provides amounts for the first and last days of travel, as well as separate amounts for breakfast, lunch, and dinner in case you need to deduct any meals that were provided.

3. Use **First/Last Day Meals** to add Per Diem for the beginning and ending days of a trip. Select the First/Last Day Meals expense type for the destination and complete the required fields
  - o For the **Transaction Date**, enter the first day of the trip.
  - o For the **Amount**, enter the Per Diem rate -- or, if reimbursing for actual costs lower than the Per Diem rate, enter the actual cost.
  - o If using the First/Last Day Meals - Other City Rate the amount you enter should not exceed 75% the city's Per Diem rate.
  - o Click **Save** to add the expense to the report.
4. If the trip was for more than 1 day, add another *First/Last Day Meals* expense for the

last day of the trip.

- If using the First/Last Day Meals - Other City Rate the amount you enter should not exceed 75% the city's Per Diem rate.

5. Use **Daily Meals** to add Per Diem for any days in between.

Select the Daily Meals expense type for the destination and complete the required fields.

- The **Transaction Date** should reflect the first full day of the trip.
- For the **Amount**, enter the Per Diem rate -- or, if reimbursing for actual costs lower than the Per Diem rate, enter the actual cost. Remember, if using Daily Meals - Other City Rate, the amount you enter should not exceed the city's Per Diem rate.
- Click **Save** to add the expense to the report.

6. If you need to add more days, add the Daily Meals expense type again-- or copy the expense you just created.

- To copy the expense:

Check the box to the left of the expense and click **Copy**. In the new expense, update the **Transaction Date** to the last day of the trip, confirm the **Amount**, and click **Save**.

7. Repeat step 6 until you've added Per Diem for all days of the trip.

8. When you're done, you'll have an expense line for each day of Per Diem.

9. You do not need to attach receipts for Per Diem meal expenses.

## Have a question or feedback?

## Questions & Feedback <sup>[3]</sup>

### Feedback or Question \*

Your Name

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Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

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**Source URL:** <https://www.cu.edu/psc/concur-how-adding-meal-diem-non-employee-reimbursement-reports>

**Links**

[1] <https://www.cu.edu/psc/concur-how-adding-meal-diem-non-employee-reimbursement-reports>

[2] <https://www.gsa.gov/travel/plan-book/per-diem-rates> [3] <https://www.cu.edu/controller/forms/questions-feedback-0>