

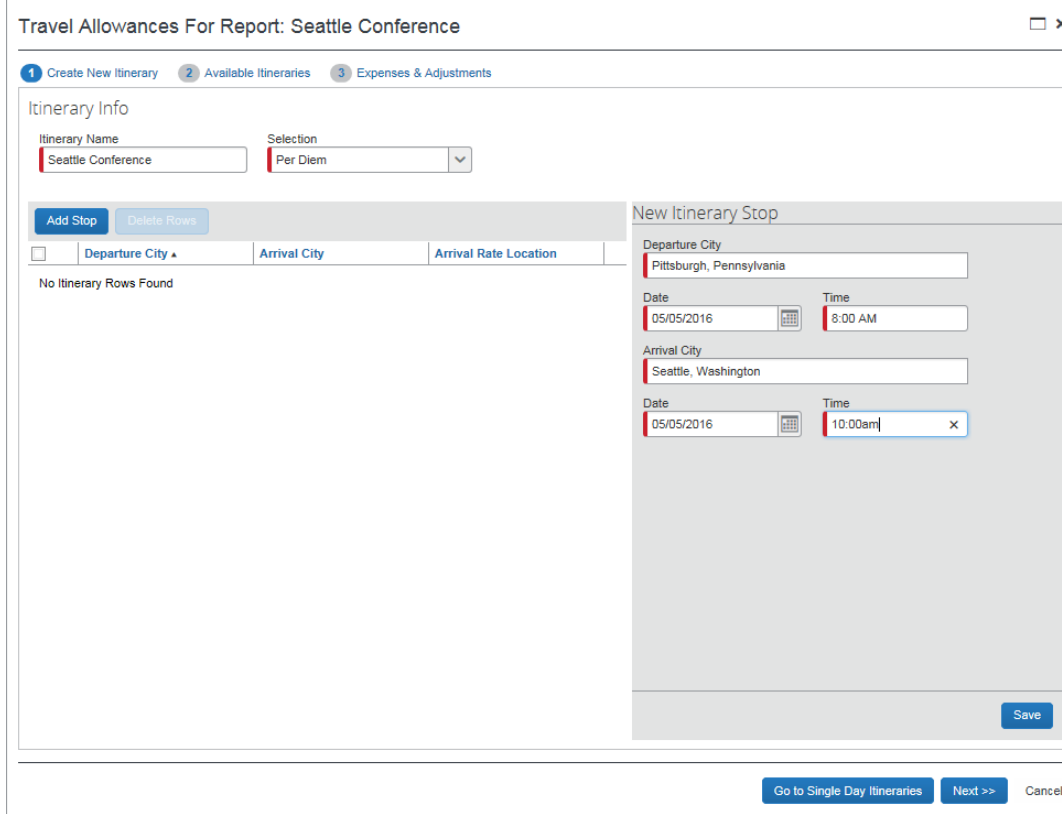
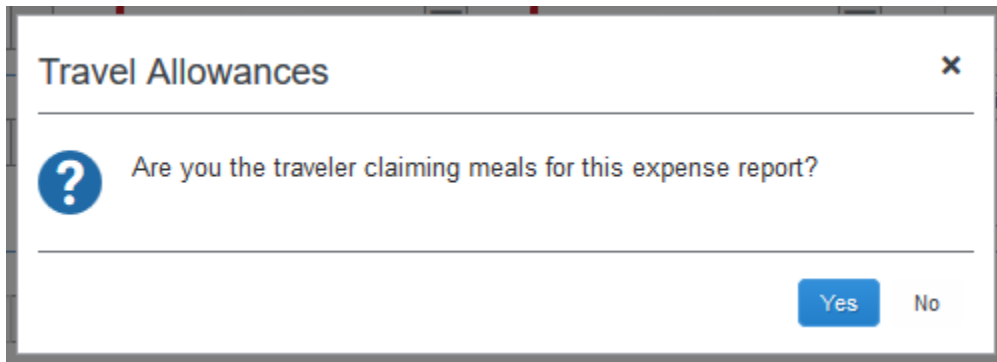


Meal Allowance

Purpose: This guide instructs the user on entering itineraries and selecting or removing eligible meals. A traveler's itinerary is how Concur calculates amounts for meal allowances.

Entering an Itinerary:

1. The next prompt asks if the traveler will claim meals. Click **Yes**.





2. The first step to using the Per Diem feature is to enter Itineraries. Note: If travel was booked in Concur, Itineraries will be created for you. Skip to the note below Step 3.
3. Enter the first Itinerary Stop (Departure City, Date/Time, and Arrival City, Date/Time), then click **Save**. (Can enter time using military time for easy hour entry)
 - a. For our example, the traveler went from Pittsburgh to Seattle, to attend a conference
 - i. The first itinerary stop is Pittsburgh to Seattle
 - ii. For non-direct flights, e.g., Pittsburgh to Houston to Seattle, it is not necessary to include Houston in the Itinerary, just your final destination is sufficient (where you lay your head at night).
 - b. As an example of a trip that contains multiple destinations for business, e.g. Pittsburgh to Houston (several day stay), then Houston to Seattle (also several day stay), then a return trip to Pittsburgh, there would be three Itinerary stops;
 - i. First Itinerary Stop - Pittsburgh to Houston
 - ii. Second Itinerary Stop- Houston to Seattle
 - iii. Third Itinerary Stop- London to Pittsburgh

New Itinerary Stop

Departure City
Seattle, Washington

Date
05/08/2016

Time
10:00 AM

Arrival City
Pittsburgh, Pennsylvania

Date
05/08/2016

Time
6:00 PM

Save

[Go to Single Day Itineraries](#) [Next >>](#) [Cancel](#)

4. Enter the next Itinerary Stop, in our main example, Seattle to Pittsburgh, and click Save. Entering all legs of the trip is critical for foreign travel, as meal rates vary by location.



Note: When travel (airfare, hotel, car rental) is booked in Concur, the system will create the trip itinerary for you during the booking of travel. Instead of manually entering an Itinerary, click **Import Itinerary**, and select the Itinerary for the applicable trip.

Travel Allowances For Report: Grainger Site

Edit Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection:

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Pittsburgh, Pennsylvania 10/17/2016 08:00 AM	Chicago, Illinois 10/17/2016 11:00 AM	COOK COUNTY, US-IL, US
<input type="checkbox"/>	Chicago, Illinois 10/20/2016 08:00 AM	Pittsburgh, Pennsylvania 10/20/2016 01:00 PM	ALLEGHENY COUNTY, US...



Travel Allowances For Report: Seattle Conference

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Seattle Conference Selection: Per Diem

Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/> Pittsburgh, Pennsylvania 05/05/2016 08:00 AM	Seattle, Washington 05/05/2016 10:00 AM	KING COUNTY, US-WA, US
<input type="checkbox"/> Seattle, Washington 05/08/2016 10:00 AM	Pittsburgh, Pennsylvania 05/08/2016 06:00 PM	ALLEGHENY COUNTY, US...

New Itinerary Stop

Departure City: Pittsburgh, Pennsylvania

Date: [] Time: []

Arrival City: []

Date: [] Time: []

Save

Go to Single Day Itineraries Next >> Cancel

5. Click **Expenses and Adjustments**, or **Next** at the bottom of the page.
6. For each day of travel, note what meals are ineligible, i.e., the meal was provided by the conference or traveler is claiming per diem.
 - a. For instance,
 - i. Last day of travel- travelers generally claim per diem instead of meals.
 - ii. Conference sponsor provides breakfast, lunch and/or dinner on certain days
 - b. Concur will calculate the meal allowance using the meal allowance rate (including foreign rates), and subtract for meals that were provided (use clicked the exclude box).
 - c. Clicking **Exclude** at the beginning of the line will exclude the entire day of Per Diem.



Travel Allowances For Report: ICOFA Conference

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Exclude Breakfast	Exclude Lunch	Exclude Dinner	Allowance
<input type="checkbox"/>	04/20/2017 Miami, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	04/21/2017 Miami, Florida	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$25.00
<input checked="" type="checkbox"/>	04/22/2017 Miami, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

<< Previous Create Expenses Cancel



Travel Allowances For Report: Conference Travel

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Exclude Breakfast	Exclude Lunch	Exclude Dinner	Allowance
<input type="checkbox"/>	11/12/2017 Paris, FRANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$119.00
<input type="checkbox"/>	11/13/2017 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100.00
<input type="checkbox"/>	11/14/2017 Paris, FRANCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$27.00
<input type="checkbox"/>	11/15/2017 Paris, FRANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$46.00
<input type="checkbox"/>	11/16/2017 Paris, FRANCE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$73.00
<input checked="" type="checkbox"/>	11/17/2017 Paris, FRANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

<< Previous Create Expenses Cancel



Note: If traveling to a foreign destination, the Department of State foreign meal rates automatically load with the itinerary.

7. Click **Create Expenses**.

Conference Travel

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Exceptions

Expense Type	Date	Amount	Exception
Daily Meal Allo...	11/12/2017	\$119.00	⚠ This report contains expense(s) outside of the trip dates, please review for accuracy.
Daily Meal Allo...	11/13/2017	\$100.00	⚠ This report contains expense(s) outside of the trip dates, please review for accuracy.

Expenses Move Delete Copy View <<

Date	Expense Type	Amount	Requested
Adding New Expense			
11/16/2017	Daily Meal Allowance Paris, FRANCE	\$73.00	\$73.00
11/15/2017	Daily Meal Allowance Paris, FRANCE	\$46.00	\$46.00
11/14/2017	Daily Meal Allowance Paris, FRANCE	\$27.00	\$27.00
11/13/2017	Daily Meal Allowance Paris, FRANCE	\$100.00	\$100.00
11/12/2017	Daily Meal Allowance Paris, FRANCE	\$119.00	\$119.00

New Expense To create a new expense, click the

Recently Used Expense

- Mileage (Personal Vehicle Only)
- Boat

All Expense Types

01. Travel & Transportation

- Airfare
- Boat
- Lodging
- Lodging - Advance Deposit
- Lodging - Group
- Lodging - Other Accommodation

- 8. Each day's meals will display as an expense line.
- 9. To modify a day's meals, Click **Details** and select **Itineraries**.