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

![Image of Concur user interface showing Itinerary creation]

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 entering a foreign itinerary, if paying meals instead of per diem on the last day of travel, include a leg from foreign destination to the point of entry in the United States, and then a leg from that entry point to the final return destination. Doing this will prompt Concur to display domestic meal rates.

   **(Example of foreign return trip:** London -> Atlanta, Atlanta -> Tallahassee)

   If user booked through Concur, another option is to select Import Itinerary.
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.
Note: If traveling to a foreign destination, the Department of State foreign meal rates automatically load with the itinerary. See note on page 3 for instructions on entering it.

7. Click Create Expenses.

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