

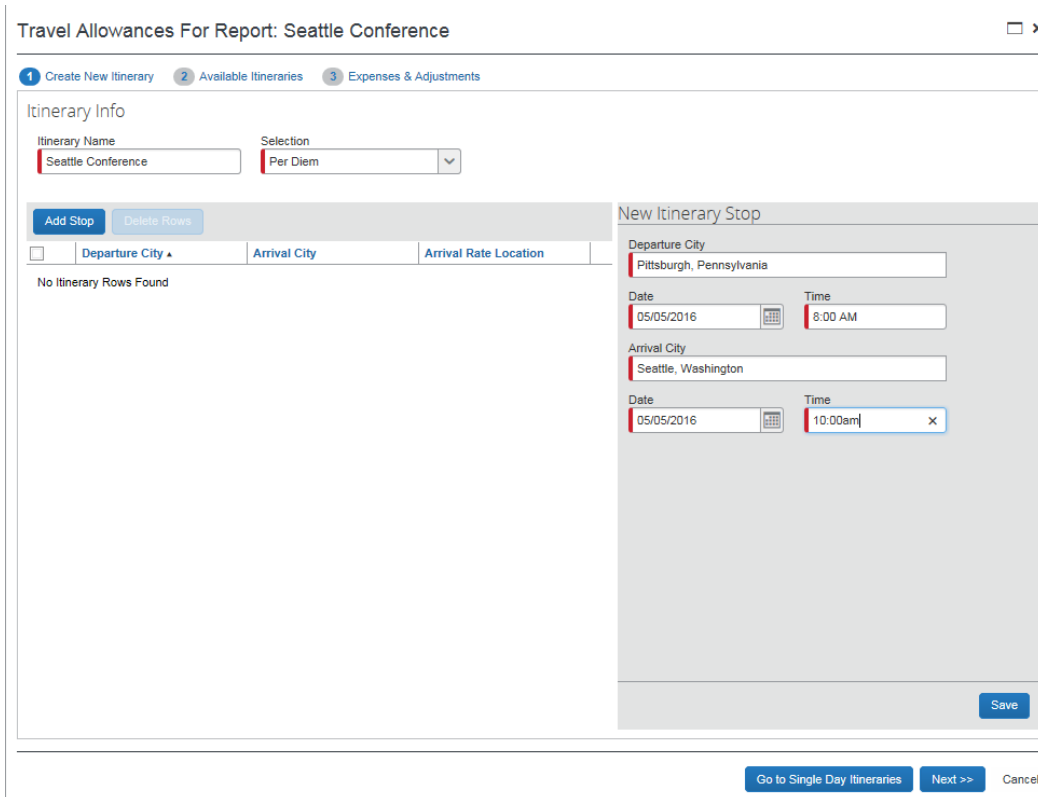
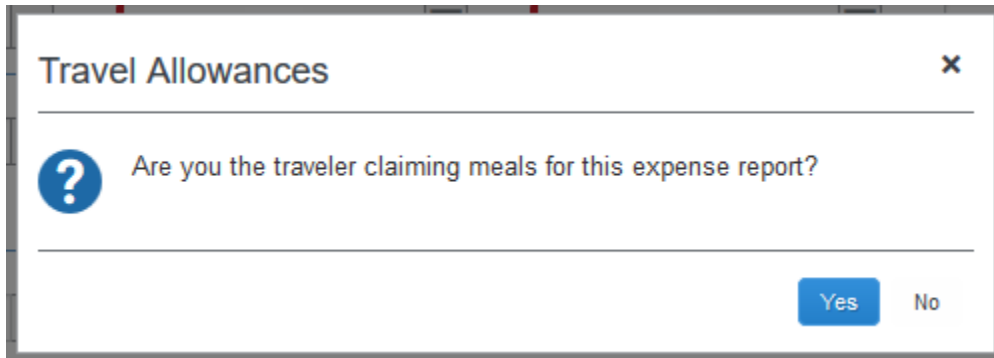


## Meal Allowance

**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 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.



### 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 □ x

1 Edit Itinerary | 2 Available Itineraries | 3 Expenses & Adjustments ←

Itinerary Info

Itinerary Name:  Selection:

<input type="checkbox"/>	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 08:00 PM	ALLEGHENY COUNTY, US...

New Itinerary Stop

Departure City:

Date:  Time:

Arrival City:

Date:  Time:

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 [ ] Go

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

**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**.

Conference Travel

[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](#)

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	11/16/2017	Daily Meal Allowance Paris, FRANCE	\$73.00	\$73.00
<input type="checkbox"/>	11/15/2017	Daily Meal Allowance Paris, FRANCE	\$46.00	\$46.00
<input type="checkbox"/>	11/14/2017	Daily Meal Allowance Paris, FRANCE	\$27.00	\$27.00
<input type="checkbox"/>	11/13/2017	Daily Meal Allowance Paris, FRANCE	\$100.00	\$100.00
<input type="checkbox"/>	11/12/2017	Daily Meal Allowance Paris, FRANCE	\$119.00	\$119.00

**New Expense**

To create a new expense, click the

Recently Used Expen

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**.