Expense

HELPFUL HINTS

• Beginning January 1, 2021 all business-related travel meals will be paid with the per diem model. Meal receipts are not required; however, if travel is grant funded, contact the grants office as receipts may be required.
• Prior to scheduling any travel, an approved travel request within Concur is required.
• Refer to the Per Diem and Meal Expense QRG for further details.

PROCEDURE

Enter travel information on the expense report header and click Next >>. Select Yes on the Travel Allowance pop-up window.

Enter and save at least two itinerary stops. Click Next >>.
The itinerary is now assigned to this expense report. Click **Next >>**.

From the Expenses and Adjustments tab within the Travel Allowances of the expense report, check the box beneath any meal that was provided to the traveler by a third party or outside source. When finished, click **Create Expenses**.

If all meals were provided in one day, check each box as shown below. This provides a $3.50 incidental reimbursement to the traveler.
Click **Create Expenses**. Each travel day is automatically entered with per diem expense type. **Meals (per diem)** will not be listed as an expense type option.

If the per diem entry needs to be edited, click to open the per diem meal expense. Some of the fields are editable, however the expense type, city of purchase, payment type, and amount are locked.

To update an item on the daily allowance, click **Show fixed allowances for 02/12/2021**. This allows changes to be made to the expenses & adjustments for the specific day if needed. After changes have been made, click **Update Expenses**.

Continue to fill out the expense report. When complete, the traveler must click **Submit Report**.