

PER DIEM FOR MEAL EXPENSES

Updated March 9, 2021

TRAVEL APPLICATION

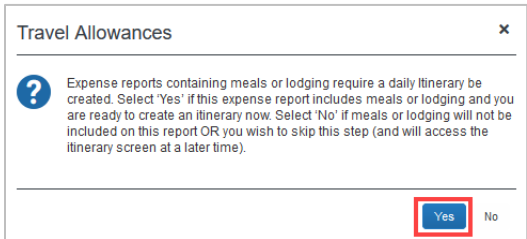
Expense

HELPFUL HINTS

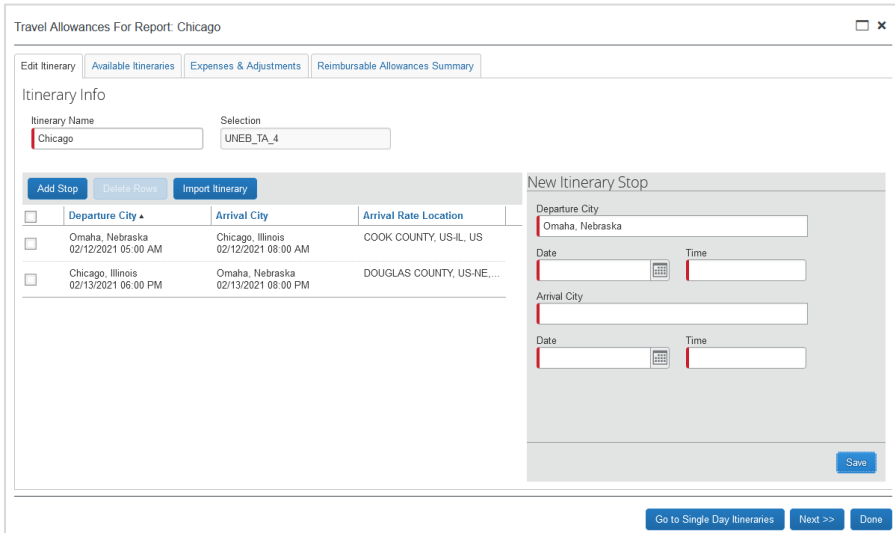
- Beginning January 1, 2021 all business-related travel meals will be paid with the per diem model. Meal receipts are not required; however, if travel is grant funded, contact the grants office as receipts may be required.
- Prior to scheduling any travel, an approved travel request within Concur is 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 >>](#).

Travel Allowances For Report: Chicago

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 02/12/2021 Chicago				
Omaha, Nebraska	02/12/2021 05:00 AM	Chicago, Illinois	02/12/2021 08:00 AM	COOK COUNTY, US-IL, US
Chicago, Illinois	02/13/2021 06:00 PM	Omaha, Nebraska	02/13/2021 08:00 PM	DOUGLAS COUNTY, US-NE, US

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.

Travel Allowances For Report: Chicago

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from  to  Go

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/12/2021 Chicago, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$39.90
<input type="checkbox"/>	02/13/2021 Chicago, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$39.90

Create Expenses Cancel

**i** If all meals were provided in one day, check each box as shown below. This provides a \$3.50 incidental reimbursement to the traveler.

Travel Allowances For Report: Chicago

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from  to  Go


Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/12/2021 Chicago, Illinois	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$3.50
<input type="checkbox"/>	02/13/2021 Chicago, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$39.90

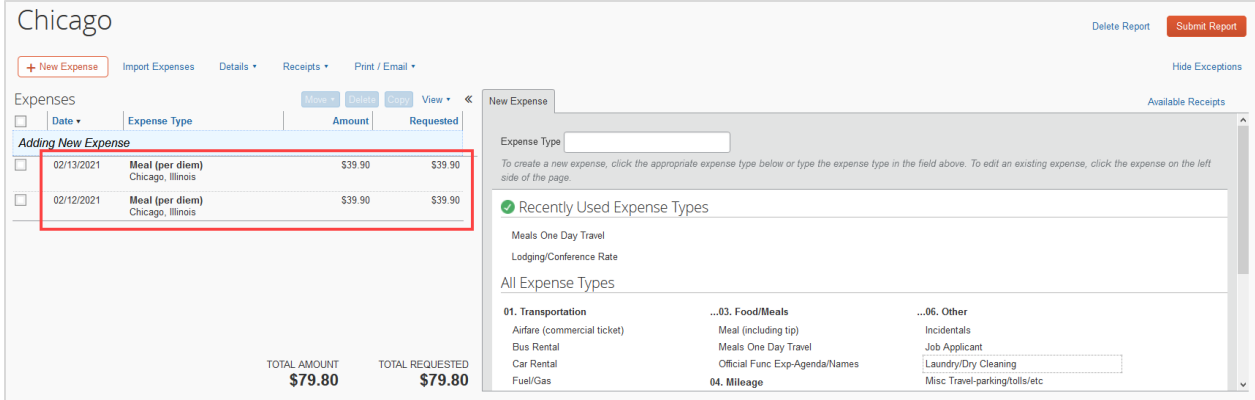
Update Expenses Cancel

## PER DIEM FOR MEAL EXPENSES

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Click [Create Expenses](#). Each travel day is automatically entered with per diem expense type.

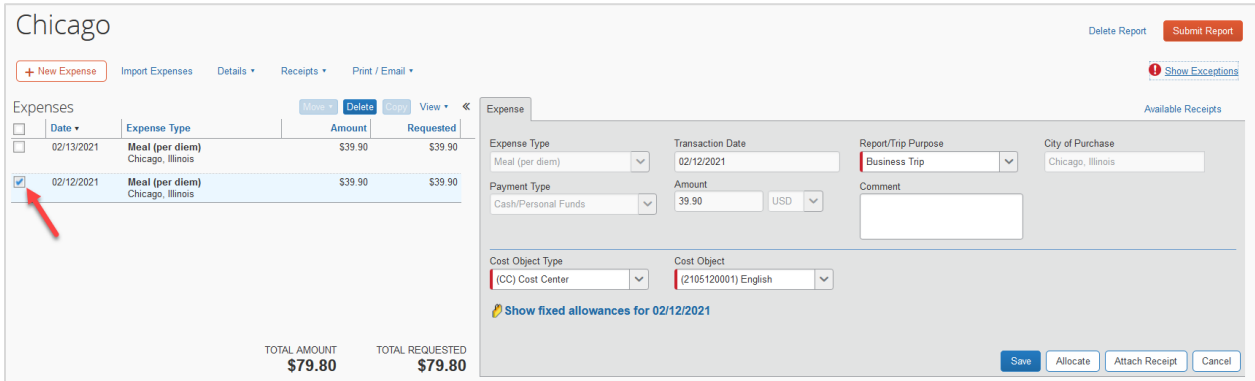
 *Meals (per diem)* will not be listed as an expense type option.



Date	Expense Type	Amount	Requested
02/13/2021	Meal (per diem) Chicago, Illinois	\$39.90	\$39.90
02/12/2021	Meal (per diem) Chicago, Illinois	\$39.90	\$39.90

TOTAL AMOUNT: \$79.80      TOTAL REQUESTED: \$79.80

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.



Expense Type: Meal (per diem)      Transaction Date: 02/12/2021      Report/Trip Purpose: Business Trip      City of Purchase: Chicago, Illinois

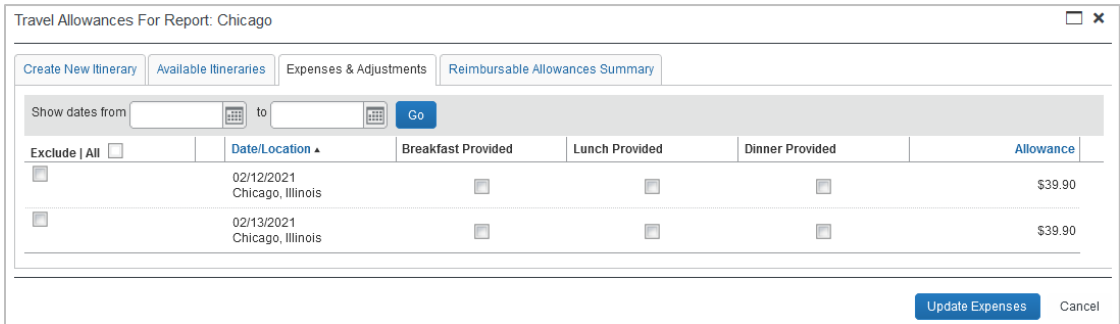
Payment Type: Cash/Personal Funds      Amount: 39.90 USD      Comment:

Cost Object Type: (OC) Cost Center      Cost Object: (2105120001) English

[Show fixed allowances for 02/12/2021](#)

Buttons: Save, Allocate, Attach Receipt, Cancel

To update an item on the daily allowance, click [Show fixed allowances for 01/13/2021](#). This allows changes to be made to the expenses & adjustments for the specific day if needed. After changes have been made, click [Update Expenses](#).



Exclude   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/12/2021 Chicago, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$39.90
<input type="checkbox"/>	02/13/2021 Chicago, Illinois	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$39.90

Buttons: Update Expenses, Cancel

Continue to fill out the expense report. When complete, the traveler must click [Submit Report](#).