

Adding Meals & Incidentals Expenses (M&IE) in Concur

(for travel beginning 1/1/2024)

Expense Report:

1. Travel Allowance > Manage Travel Allowance

Manage Expenses | Card Transactions | Process Reports

TRIP NAME Delete Report Submit Report

Not Submitted | Report Number: ZKX0JP

REQUEST
Approved
\$185.00

Report Details | Print/Share | Manage Receipts | **Travel Allowance** | View Available Receipts

Add Expense Edit Delete Copy Allocate Manage Travel Allowance View: Standard

2. Create New Itinerary

Travel Allowances For Report: Employee Per Diem

1 Create New Itinerary | 2 Available Itineraries | 3 Expenses & Adjustments

Assigned Itineraries
Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

3. If you booked IN CONCUR, you can import your itinerary (if you booked outside of Concur, skip to Step 5 to manually create an itinerary). To import an itinerary from a Concur booking:

Travel Allowances For Report: Employee Per Diem

1 Create New Itinerary | 2 Available Itineraries | 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Employee Per Diem | Selection: USGSA

Add Stop Delete Rows Import Itinerary

4. If you booked IN CONUR, you may now skip ahead to Step 7.

5. If you booked outside of Concur, you must manually create an Itinerary. Add and save each leg of the trip. Do not include layover stops:

Travel Allowances For Report: Employee Per Diem

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Employee Per Diem Selection: USGSA

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

6. All legs of the trip should now be listed:

Travel Allowances For Report: Employee Per Diem

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Employee Per Diem Selection: USGSA

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Sacramento, California 10/02/2023 08:00 AM	Long Beach, California 10/02/2023 09:30 AM	LOS ANGELES COUNTY, US-CA, US
<input type="checkbox"/>	Long Beach, California 10/06/2023 09:00 AM	Sacramento, California 10/06/2023 10:00 AM	SACRAMENTO COUNTY, US-CA, US

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

7. After clicking Next, your "Available Itineraries" will be listed along with the rate location being used by each. This is automatically determined by the system. Click Next.

Travel Allowances For Report: Employee Per Diem

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

[Edit](#) [Unassign](#)

<input type="checkbox"/>	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Employee Per Diem					
<input type="checkbox"/>	Sacramento, California	10/02/2023 08:00 AM	Long Beach, California	10/02/2023 09:30 AM	LOS ANGELES COUNTY, US-CA, US
<input type="checkbox"/>	Long Beach, California	10/06/2023 09:00 AM	Sacramento, California	10/06/2023 10:00 AM	SACRAMENTO COUNTY, US-CA, US

8. The “Expenses & Adjustments” screen is used to exclude meals provided by a conference or similar and personal travel days. Once finished, click “Create Expenses.”

Travel Allowances For Report: Employee Per Diem

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude	All	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>		10/02/2023 Long Beach, California	\$55.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$21.50
<input type="checkbox"/>		10/03/2023 Long Beach, California	\$74.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.00
<input type="checkbox"/>		10/04/2023 Long Beach, California	\$74.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input checked="" type="checkbox"/>		10/05/2023 Long Beach, California	\$74.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>		10/06/2023 Long Beach, California	\$55.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

To exclude meals provided by the conference/event, check the box and the allowance will be reduced by just that meal.

Rate total reduced to 75% for first and last day of travel

All meals were provided on this day, so the allowance has been reduced to only the Incidentals amount.

To exclude a personal travel day, check the box and the allowance changes to \$0

9. Meal & incidentals will appear in your expense report.

Manage Expenses Card Transactions Process Reports

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/06/2023	\$55.50
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/04/2023	\$74.00
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/03/2023	\$5.00
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/02/2023	\$21.50
					\$156.00

10. If you purchased all meals using cash or personal cards, you are finished.

11. If you purchased any meals using the Travel Card, please proceed to step 12.

12. Click “Add Expense”

Manage Expenses Card Transactions Process Reports

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Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/06/2023	\$55.50
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/04/2023	\$74.00
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/03/2023	\$5.00
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/02/2023	\$21.50
					\$156.00

13. Select the appropriate Travel Card expenses from the Available Expenses tab:

The screenshot shows the 'Available Expenses' tab with a list of expenses. The first expense is selected with a checkmark.

	Payme... ↓↑	Expen... ↓↑	Expen... ↓↑	Vendor... ↓↑	Date ↓↑	Amount ↓↑
<input checked="" type="checkbox"/>	*CSU-USBank-CBCP	Corporate Card	Meals & Incidentals	TST* DESCHUTE S BREWERY PO Portland, Oregon	08/09/2023	\$46.00
<input type="checkbox"/>	*CSU-USBank-CBCP	Corporate Card	Meals Charged on Campus Issued Card	MARRIOTT 33709 PORTLAN Portland,	08/08/2023	\$22.00

Buttons: Close, Add To Report

14. In the next screen, click on the newly added travel card meal expense.

The screenshot shows the 'Manage Expenses' screen with a list of expenses. The newly added expense is highlighted.

	Alerts ↓↑	Receipt ↓↑	Payment Type ↓↑	Expense Type ↓↑	Vendor Details ↓↑	Date ↓↑	Requested ↓↑
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/06/2023	\$55.50
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/04/2023	\$74.00
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/03/2023	\$5.00
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/02/2023	\$21.50
<input type="checkbox"/>			*CSU-USBank-CBCP	Meals & Incidentals	TST* DESCHUTES BREWERY PO Portland, Oregon	08/09/2023	\$46.00
							\$202.00

15. Change the Expense Type to “Meals Charged on Campus Issued Card”

The screenshot shows the 'Details' screen with the 'Expense Type' dropdown menu open. The option 'Meals Charged on Campus Issued Card' is selected. A yellow arrow points to the dropdown arrow.

Expense Type * * Required field

Transaction Date * Payment Type

Amount Currency

Request *

☒ Personal Expense (do not reimburse)

16. Continue to do this for each travel card meal expense for the trip.