

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

(for travel beginning 1/1/2024)

Travel Request:

1. Add the expense type:

Add expected expenses and/or travel plans

Search for an expense type

- 01. Travel Expenses
 - Hotel Reservation
 - Incidentals
- 02. Personal Car Mileage
- 03. Transportation
 - Air Ticket
 - Car Rental
 - Ground Transportation
 - Parking/Tolls
 - Railway Ticket
- 04a. Meal & Incidentals Per Diem**
- 04b. Meals - Domestic- (Travel prior to 1-1-24)
- 05. Hospitality
 - Hospitality

2. Enter a reduction **only if** you need to account for meals provided, personal days or your department does not have enough funds to cover the full per diem reimbursement. Allowance will calculate upon clicking Save.

SAP Concur **Requests**

Manage Requests Process Requests

TRIP NAME

11/08/2023

Allocate

Travel Start Date: 11/08/2023

Travel End Date: 11/13/2023

Destination: Sacramento, California

Amount - Will automatically calculate when you hit save.

Currency: US, Dollar

Reduction for Meals Provided/Personal Days: 0

Comments To/From Approvers/Processors

Save Cancel

Use this field to account for provided meal, personal days, or limited funding

Expense Report:

1. Travel Allowance > Manage Travel Allowance

The screenshot shows the 'Manage Expenses' tab selected. At the top, there are tabs for 'Manage Expenses', 'Card Transactions', and 'Process Reports'. Below this, the 'TRIP NAME' section is visible, with a status of 'Not Submitted' and a 'Report Number: ZKX0JP'. A 'REQUEST' box shows 'Approved' and '\$185.00'. On the right, there are 'Delete Report' and 'Submit Report' buttons. A navigation bar contains 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. The 'Travel Allowance' dropdown menu is open, showing 'Manage Travel Allowance' as the selected option. Below the navigation bar are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', and 'Allocate'. A 'View Available Receipts' link is on the right. At the bottom right, there is a 'View: Standard' dropdown menu.

2. Create New Itinerary

The screenshot shows the 'Travel Allowances For Report: Employee Per Diem' page. At the top right, there is a refresh icon. Below the title, there are three steps: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The 'Create New Itinerary' step is highlighted. Below this, there is a section for 'Assigned Itineraries' with 'Edit' and 'Unassign' buttons. A table with columns 'Departure City', 'Date and Time', 'Arrival City', 'Date and Time', and 'Arrival Rate Location' is shown, with the text 'No Assigned Itineraries Found' below it.

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:

The screenshot shows the 'Travel Allowances For Report: Employee Per Diem' page. At the top right, there is a refresh icon. Below the title, there are three steps: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The 'Available Itineraries' step is highlighted. Below this, there is a section for 'Itinerary Info' with 'Itinerary Name' and 'Selection' fields. The 'Itinerary Name' field contains 'Employee Per Diem' and the 'Selection' dropdown menu is set to 'USGSA'. Below the fields are buttons for 'Add Stop', 'Delete Rows', and 'Import Itinerary'. The 'Import Itinerary' button is highlighted.

4. If you booked IN CONUR, you may now skip ahead to Step 8.

- 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

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

- 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

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City	Arrival City	Arrival Rate Location
Sacramento, California 10/02/2023 08:00 AM	Long Beach, California 10/02/2023 09:30 AM	LOS ANGELES COUNTY, US-CA, US
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: Sacramento, California

Date: Time:

Arrival City:

Date: Time:

- 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 🔍 x

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Buttons: Edit, Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Employee Per Diem				
Sacramento, California	10/02/2023 08:00 AM	Long Beach, California	10/02/2023 09:30 AM	LOS ANGELES COUNTY, US-CA, US
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

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

REQUEST Approved \$185.00

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 a window titled '6 Available Expenses' with a '+ Create New Expense' button. Below is a table of expenses:

	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 tabs for 'Manage Expenses', 'Card Transactions', and 'Process Reports'. Below are action buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move to. A 'View: Standard' dropdown is on the right. The main table lists expenses:

<input type="checkbox"/>	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 for an expense. The 'Expense Type' dropdown is highlighted with a yellow box and arrow, showing 'Meals Charged on Campus Issued Card'. Other fields include:

- Transaction Date: 08/09/2023
- Payment Type: *CSU-USBank-CBCP
- Amount: 46.00
- Currency: US, Dollar (USD)
- Request: 10/01/2023, \$185.00 - Employee Per Diem
- Personal Expense (do not reimburse):

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