



CREATING TRAVEL ALLOWANCE FOR MEAL RECEIPTS





If travelers are required to provide meal receipts based on policy set by the agency head, the following process will be necessary to complete your expense report correctly in Concur.

- 1. Once you have verified the information on the Expense Report Header, click **Next**.

Create a New Expense Report

Report Header

Policy: *AL-Out of State | Report Name (Destination, Travel Dates): Denver, CO - 11/10-11/15/18 | Report Date: 12/06/2018 | Comment: []

Department: (010) FINANCE | Accounting Group: (1242.917) Comptroller.Fisca | Accounting Template: (UNCP01) COMPTROLLER

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	Denver, CO - 11/10-11/15/18	33LP	No	\$3,528.00	\$3,278.00	\$3,278.00

Next >> Cancel



2. The Travel Allowances screen will appear.

- **Itinerary Name** – This will default to the Report Name.
- **Selection** – This field will default to USGSA CONUS for agencies that will reimburse the CONUS per diem. For the agencies that continue to reimburse based on actual expenses, you will select USGSA Actuals. This job aid is to assist with this process. *Note: Please see [Creating an Expense Report](#) for assistance with the process of claiming straight CONUS.*

- **Departure City** – Enter the city you are departing from.
- **Date** – Enter the date your travel began.
- **Time** – Enter the time your travel began.
- **Arrival City** – Enter the city you traveled to.
- **Date** – Enter the date you arrived at your destination.



- **Time** – Enter the time you arrived at your destination.
- Select **Save**. This should be the itinerary for your depart date.

Note: You will repeat this process for the return itinerary or any other stops.

- **Departure City** – This will default from the Arrival City in the prior itinerary entry screen.
- **Date** – Enter the date you departed.
- **Time** – Enter the time you departed.
- **Arrival City** – This will default from the Departure City in the prior itinerary entry screen.
- **Date** – Enter the date you arrived.
- **Time** – Enter the time you arrived.
- Select **Save**. This should be the itinerary for your return date.

3. If there are no other stops, select **Next**. You should have at least two lines visible (depart date and return date).

4. Review the itinerary information for accuracy and select **Next**. You can edit from this screen if a correction is necessary.

Travel Allowances For Report: Denver, CO - 11/10-11/15/18

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
Itinerary: Denver, CO - 11/10-11/15/18				
Montgomery, Alabama	11/10/2018 08:00 AM	Denver, Colorado	11/10/2018 02:00 PM	DENVER COUNTY, US-CO...
Denver, Colorado	11/15/2018 09:00 AM	Montgomery, Alabama	11/15/2018 04:00 PM	MONTGOMERY COUNTY,...

Available Itineraries

Current Itineraries [v] Delete Assign

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

<< Previous Next >>



5. The next screen will allow you to select individual meals that were provided by a conference. If any personal days were taken, you will not be claiming any actual expenses for that time period.

Travel Allowances For Report: Denver, CO - 11/10-11/15/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided
11/10/2018 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/11/2018 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/12/2018 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/13/2018 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/14/2018 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/15/2018 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<< Previous Create Expenses Cancel

6. Select **Create Expenses**.

7. If you need to see the allowable expense amount for the destination traveled, you may do so by selecting **Details** and **Reimbursable Allowances Summary**.

Denver, CO - 11/10-11/15/18

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

Adding New Expense

No Expenses Found

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

- Allocations

Travel Allowances

- New Itinerary
- Available Itineraries
- Expenses & Adjustments
- Reimbursable Allowances Summary**

New Expense

Expense Type

Recently Used Expense Types

- Baggage Fees
- Hotel

All Expense Types

- 01. Hotel Expenses
 - Hotel
 - Laundry
 - Parking - Hotel
- 02. Transportation
 - Agency Booking Fees
 - Airfare
 - Airline Fees
- 03. Meals
 - Breakfast
- ...02. Transportation
 - Baggage Fees
 - Parking - Airport
 - Rental Car
 - Rental Car Fuel
 - Tolls/Road Charges
 - Transit Costs



Travel Allowances For Report: Denver, CO - 11/10-11/15/18

Create New Itinerary | Available Itineraries | **Expenses & Adjustments** | Reimbursable Allowances Summary

Show dates from to

	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
11/10/2018 (Denver, Colorado)	\$57.00	\$0.00	\$0.00	\$0.00
11/11/2018 (Denver, Colorado)	\$76.00	\$0.00	\$0.00	\$0.00
11/12/2018 (Denver, Colorado)	\$76.00	\$0.00	\$0.00	\$0.00
11/13/2018 (Denver, Colorado)	\$76.00	\$0.00	\$0.00	\$0.00
11/14/2018 (Denver, Colorado)	\$76.00	\$0.00	\$0.00	\$0.00
11/15/2018 (Denver, Colorado)	\$57.00	\$0.00	\$0.00	\$0.00

8. Start entering your meal expenses by selecting the expense type from options on the right (Breakfast, Lunch, Dinner, Incidentals).

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an expense, click the edit icon.

Recently Used Expense Types

Baggage Fees	Hotel	Airfare
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All Expense Types

01. Hotel Expenses Hotel Laundry Parking - Hotel	...02. Transportation Baggage Fees Parking - Airport Rental Car Rental Car Fuel Tolls/Road Charges Transit Costs	...03. Meals Dinner Incidentals Lunch
02. Transportation Agency Booking Fees Airfare Airline Fees	03. Meals Breakfast	04. Promotional Expenses Promotional - General Promotional - Meals
		05. Office Expenses Computer Equipment/Hardware



9. All fields marked with red are required fields.

- **Expense Type** – This field will autofill with the expense type selection that was made.
- **Transaction Date** – This should be the date on the receipt.
- **Business Purpose** – This is an optional field that the agency can use for their own purposes.
- **Vendor Name** – This should be the name of the establishment listed on the receipt.
- **City of Purchase** – The city the meal was purchased.
- **Payment Type** – Any out of pocket expenses should be marked as Cash.
- **Amount** – Amount of meal, including tip up to 20%. The maximum amount for incidentals is \$5. This is to cover tips related to baggage and hotel.
- **Travel Allowance box** – This box must be checked in order to claim meal expenses up to the CONUS rate.
- **Personal Expense box** – This box is only required if a personal expense was charged to the State Travel Card.

Expense Available Receipts

Expense Type Breakfast	Transaction Date 11/11/2018	Business Purpose
Enter Vendor Name Starbucks	City of Purchase Denver, Colorado	Payment Type Cash
Amount 5.78 USD	<input checked="" type="checkbox"/> Travel Allowance	<input type="checkbox"/> Personal Expense (do not reimburse)
Comment 		

[Save](#) [Itemize](#) [Allocate](#) [Attach Receipt](#) [Cancel](#)



10. Once all meal and incidental expenses have been entered, you can review the totals by going back to the **Reimbursable Allowable Summary** page. You will only be allowed to claim actual meals and incidentals up to the allowable CONUS rate for that area. This screen will illustrate what has been entered vs. what is reimbursable.

Travel Allowances For Report: Denver, CO - 11/10-11/15/18

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from [] to [] Go

	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
11/10/2018 (Denver, Colorado)				
+ \$57.00	\$57.00	\$0.00	\$0.00	\$0.00
11/11/2018 (Denver, Colorado)				
- \$76.00	\$76.00	\$85.78	\$9.78	\$76.00

Expense Type ▲	Vendor	Foreign Amount	Amount
Breakfast		\$5.78	\$5.78
Dinner		\$75.00	\$75.00
Incidentals		\$5.00	\$5.00

11. For assistance with entering other expense types, please see the **Creating an Expense Report** job aid.