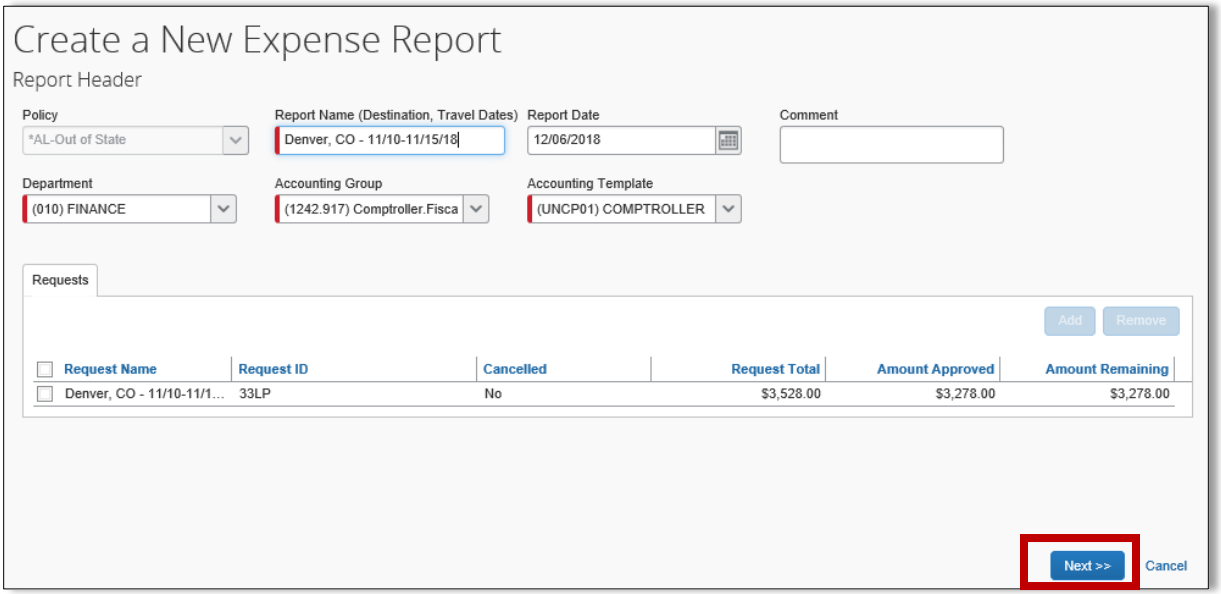
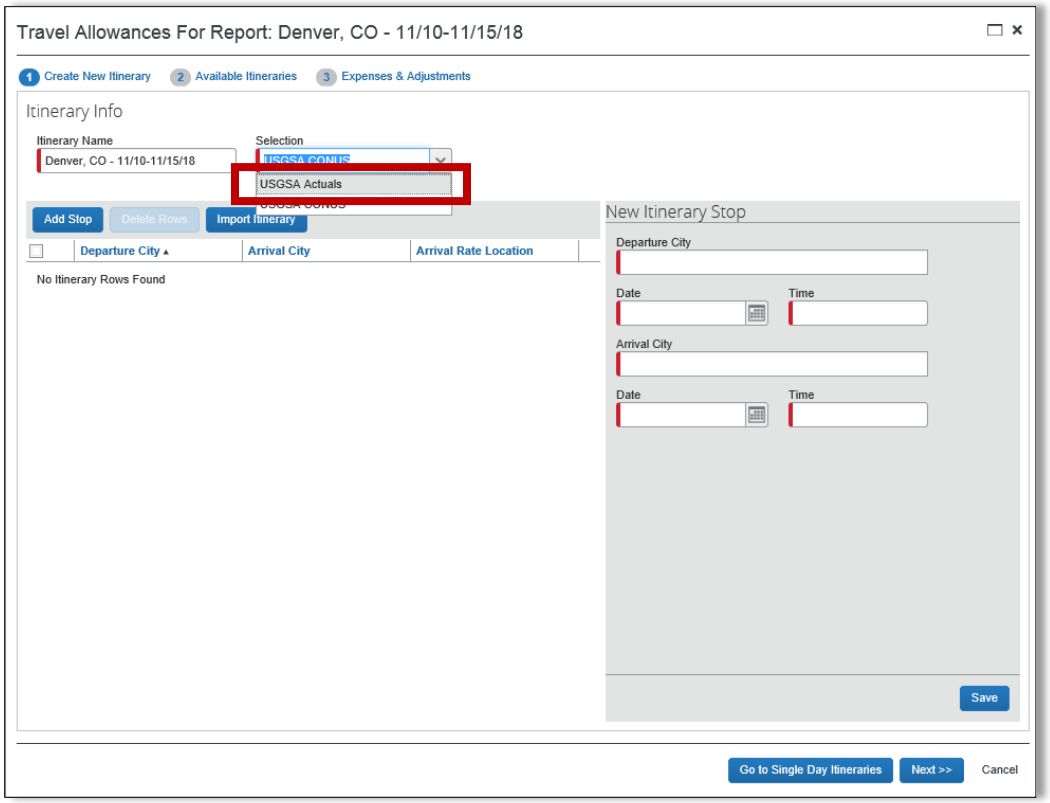
CREATING TRAVEL ALLOWANCE FOR MEAL RECEIPTS

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**.



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.

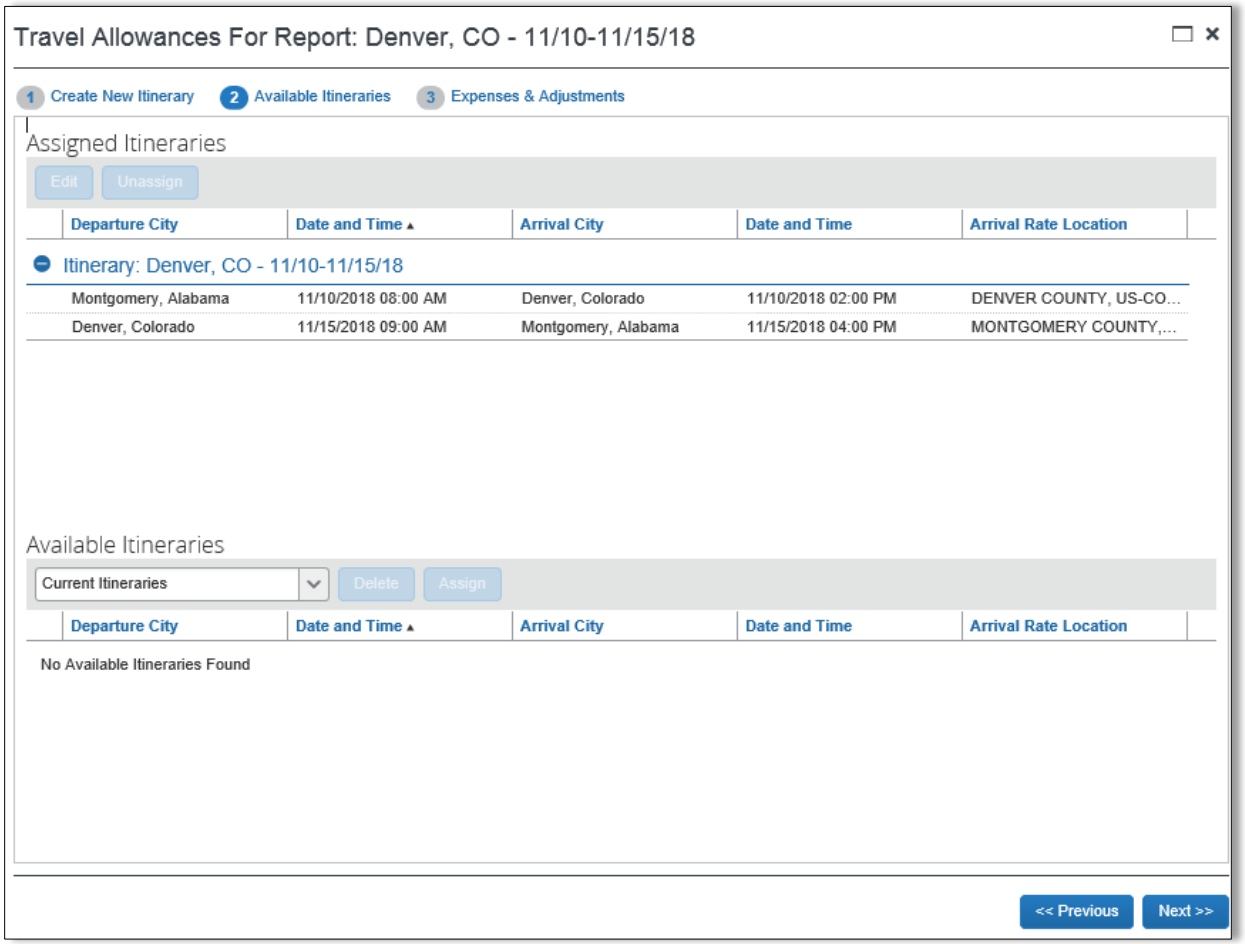
- **Time** – Enter the time you arrived at your destination.
- Select **Save**. This should be the itinerary for your depart date.

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

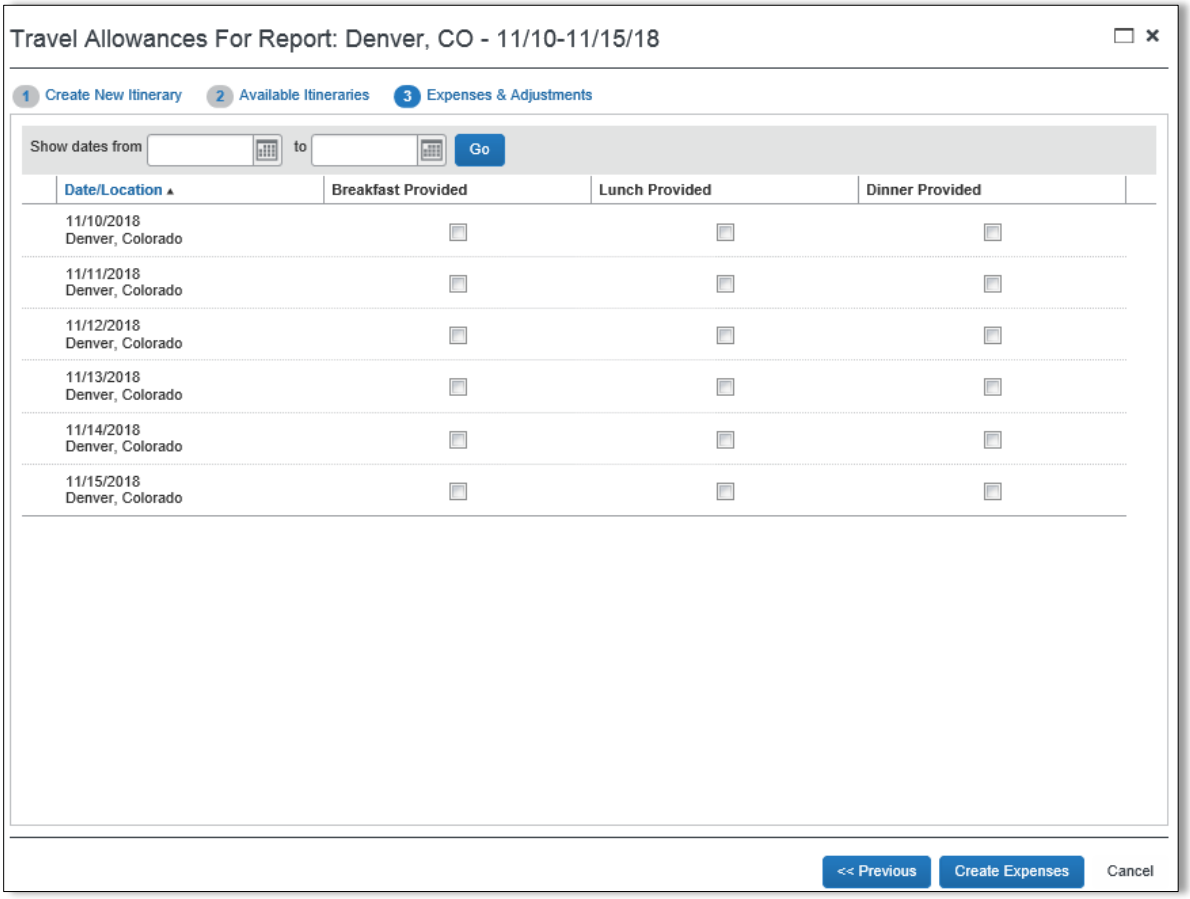
- **Departure City** – This will default from the Arrival City in the prior itinerary entry screen.
- **Date** – Enter the date you departed.
- **Time** – Enter the time you departed.
- **Arrival City** – This will default from the Departure City in the prior itinerary entry screen.
- **Date** – Enter 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.

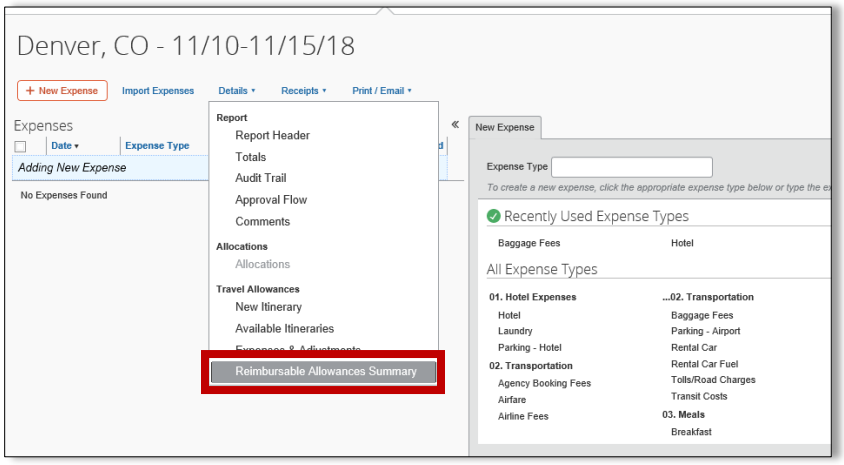


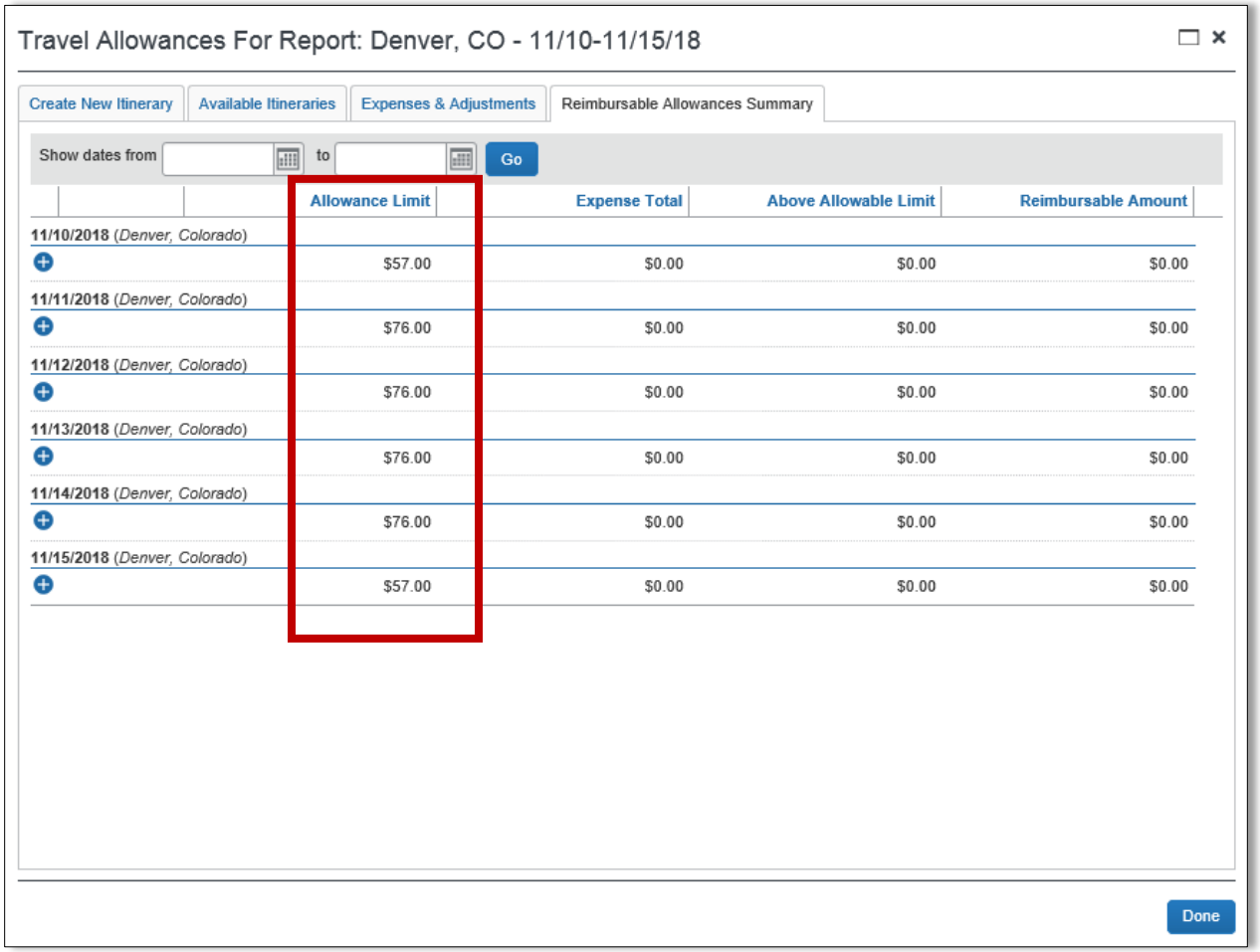
5. The next screen will allow you to select individual meals that were provided by a conference. If any personal days were taken, you will not be claiming any actual expenses for that time period.



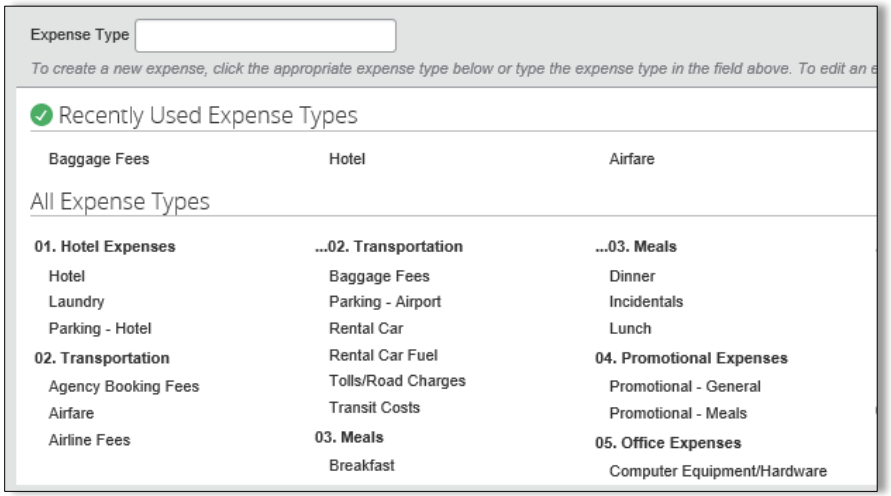
6. Select **Create Expenses**.

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**.



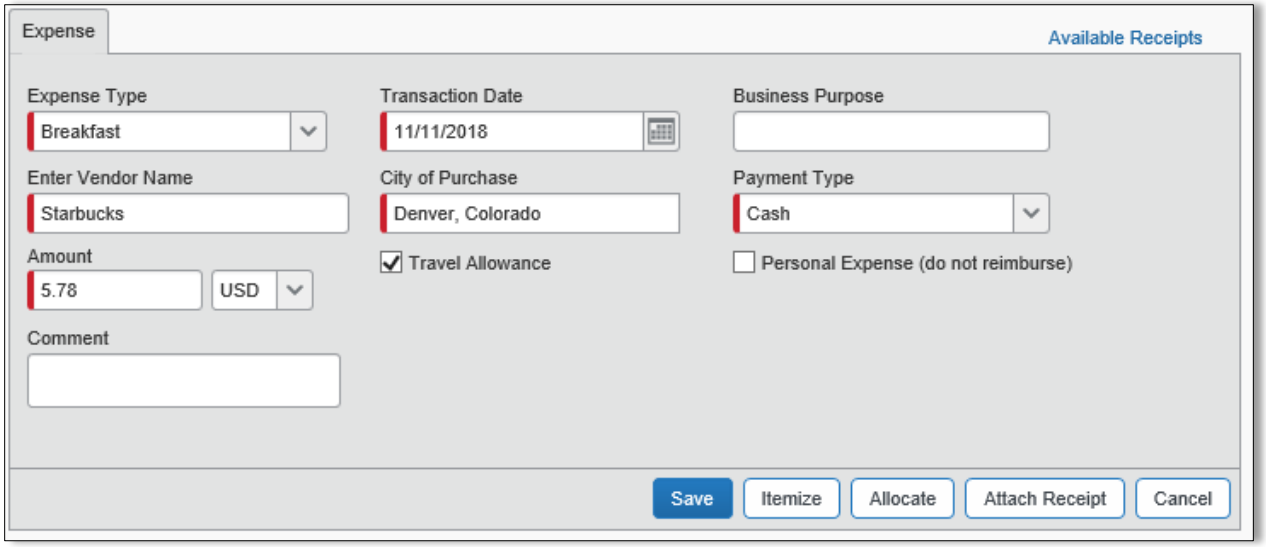


8. Start entering your meal expenses by selecting the expense type from options on the right (Breakfast, Lunch, Dinner, Incidentals).

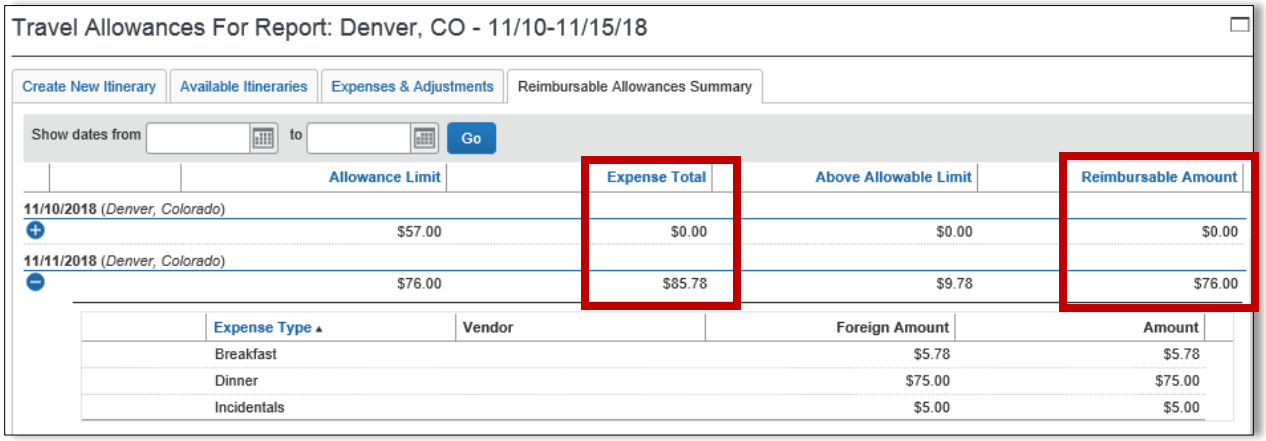


9. All fields marked with red are required fields.

- **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.



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 was has been entered vs. what is reimbursable.



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