CSUMB EMPLOYEE

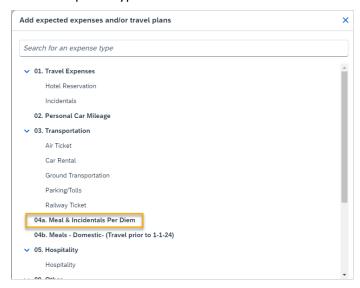
Meal Per Diem Guide

Adding Meals & Incidentals

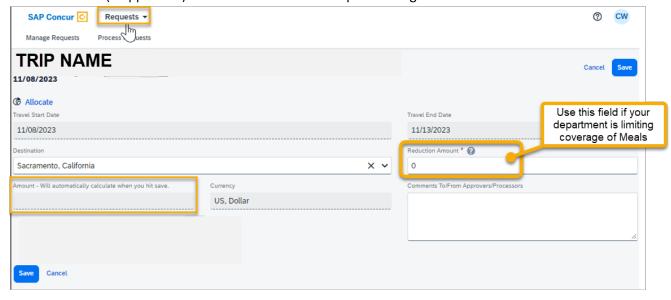
(for travel after 1/1/2024)

REQUEST: A Request has been created and you are now adding the meal per diem

1. Add the expense type:



2. Enter reduction (if applicable). Allowance will calculate upon clicking Save.

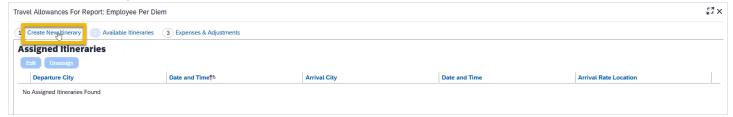


EXPENSE REPORT: Meals are added by creating a Travel Allowance. Once the Expense Report is created, start with the steps below to add the meal per diem. Do not add meals from the "Add Expense" list

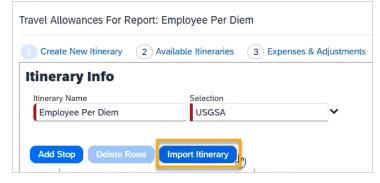
1. Travel Allowance > Manage Travel Allowance



2. Create New Itinerary

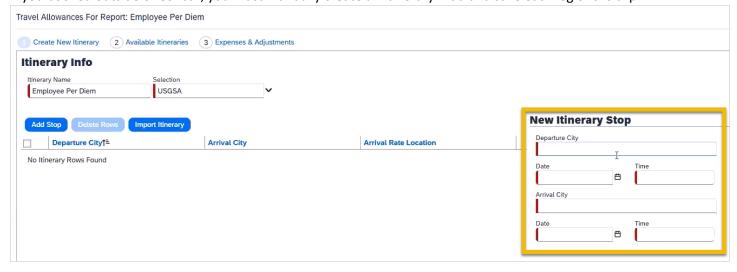


3. If you booked IN CONCUR, you can import your itinerary (if you booked outside of Concur, skip to Step 5 to manually create an itinerary). To import an itinerary from a Concur booking:

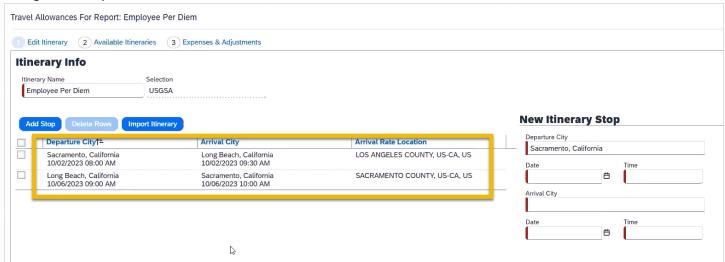


4. You may now skip ahead to Step 8.

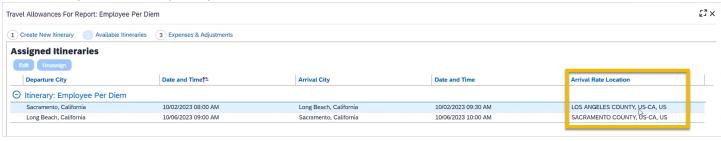
5. If you booked outside of Concur, you must manually create an Itinerary. Add and save each leg of the trip:



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



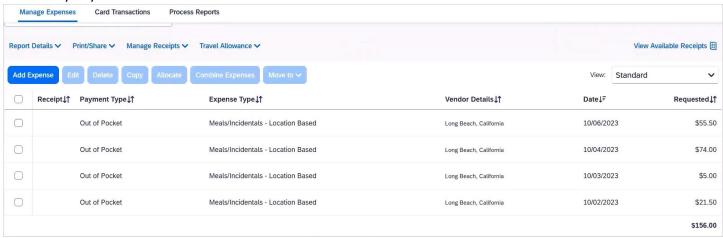
7. After clicking Next, your "Available Itineraries" will be listed along with the rate location being used by each. This is automatically determined by the system. Click Next.



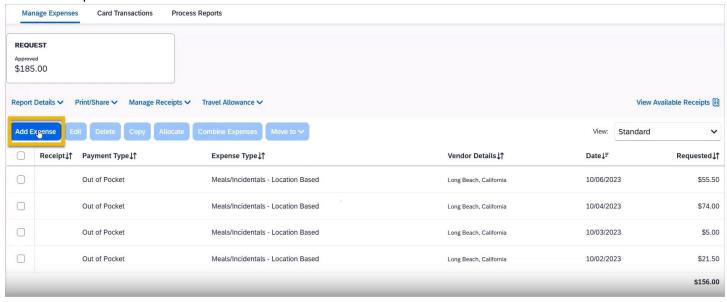
8. The "Expenses & Adjustments" screen is used to exclude allowance for meals provided and personal travel days:



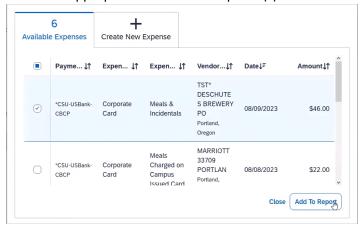
9. A summary of your meal & incidentals:



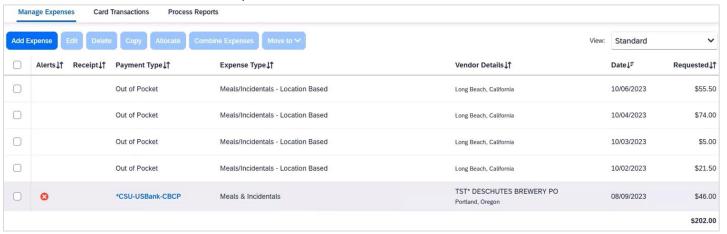
- 10. If you purchased all meals using cash or personal cards, you are finished.
- 11. If you purchased any meals using the Concur Travel Card, please proceed to step 12.
- 12. Click "Add Expense"



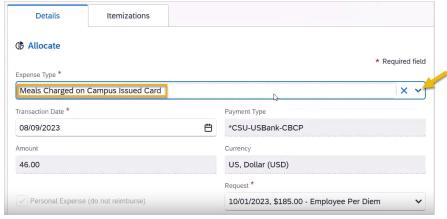
13. Select the appropriate Travel Card expense(s) from the Available Expenses:



14. In the next screen, click on the added expense.



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



16. Continue to do this for each Travel Card meal expense for the trip. Concur will deduct the meals charged on campus issued card from the Meal Per Diem total. *Receipts are required for any meals purchased on the campus issued travel card.