


Meals and Incidentals Per Diem Expense

This expense is one example of other expenses that may be included in a Travel Expense Report. Please refer to the following Quick Guides for more detailed information on adding other expenses:

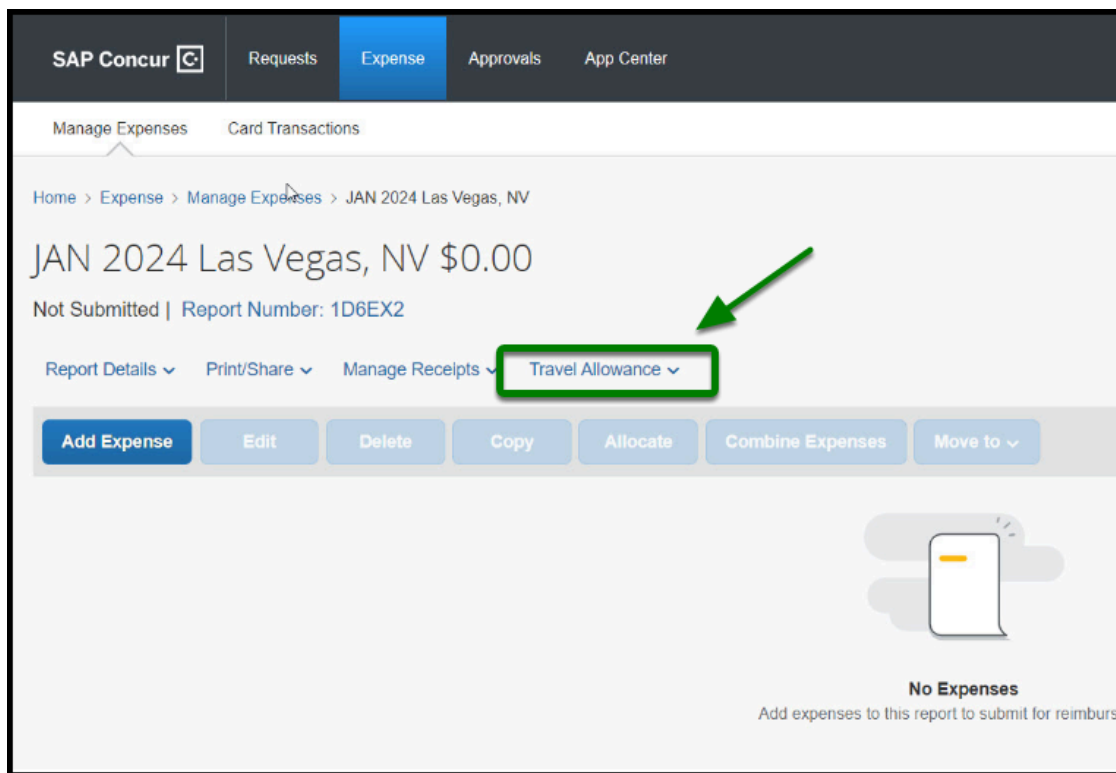
- [Personal Mileage \(UI Upgrade\)](#)
- [Hotel Itemization \(UI Upgrade\)](#)

 If you would like assistance with logging into Concur, please click on [Logging into Concur](#).

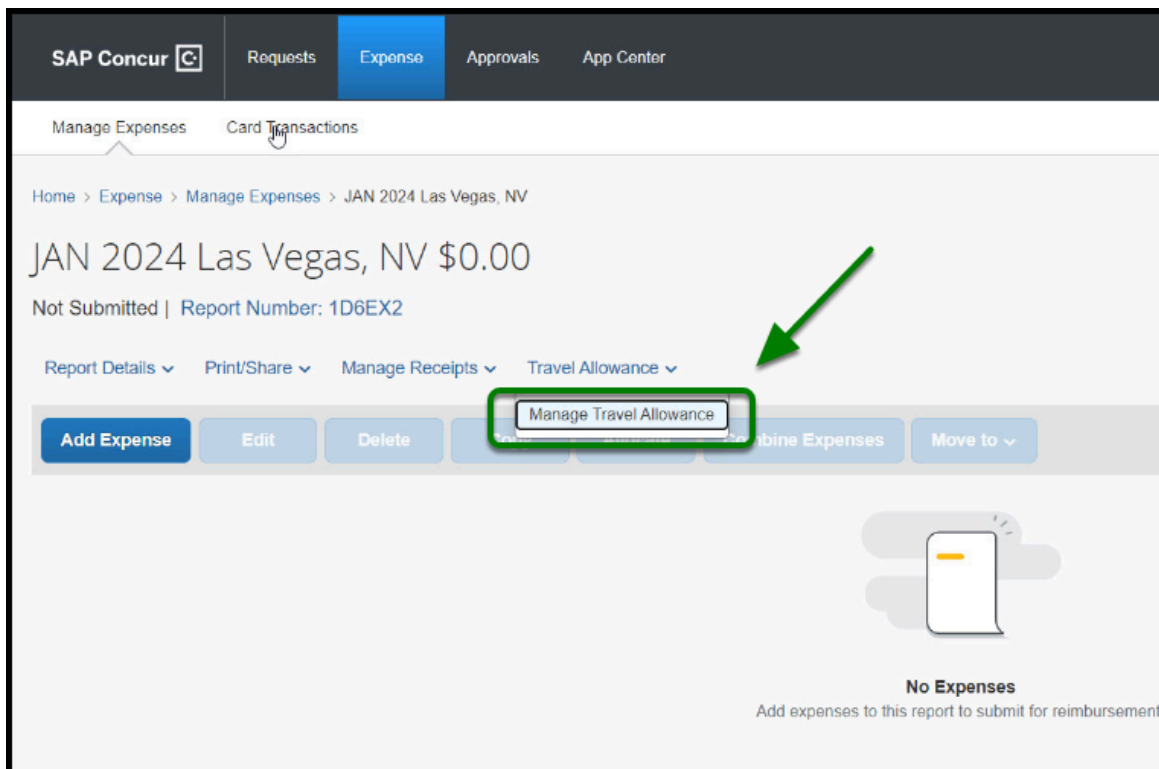
Meals and Incidentals Per Diem Expense

 You are responsible for adhering to the Meal policy as noted on the Travel website. For more information regarding the meal policy, please review the Travel Operations website at <https://adminfin.fullerton.edu/travel/>.

Step 1: To add your meal and incidental expenses to your travel expense report, click on the **Travel Allowance** button.



Step 2: A drop-down menu will appear, and you will click on **Manage Travel Allowance** link.



Step 3: When the Travel Allowance pop-up appears, please click on **Create New Itinerary**.

Travel Allowances For Report: JAN 2024 Las Vegas, NV

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

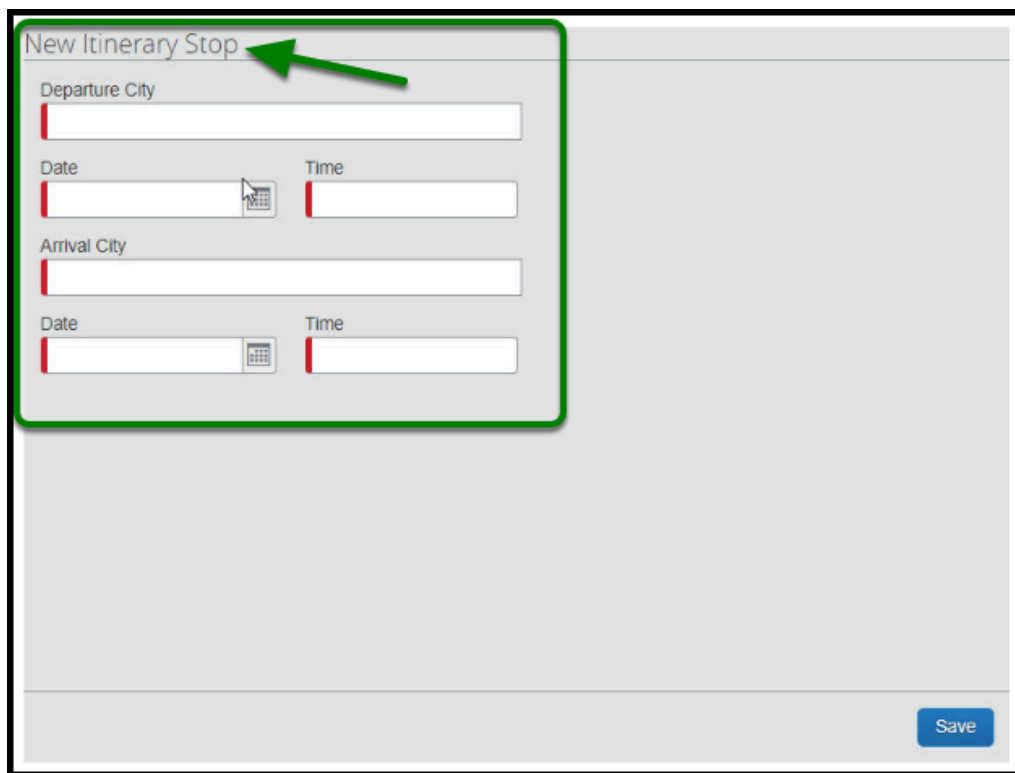
Departure City	Date and Time ▲	Arrival City
No Assigned Itineraries Found		

Available Itineraries

Current Itineraries ▼ Delete Assign

Departure City	Date and Time ▲	Arrival City
No Available Itineraries Found		

Step 4: When the page refreshes, please add your travel details under the **New Itinerary Stop** area. You will include the city you departed from, the date you departed that city and the time you departed that city. You will also include the city you arrived in, the date you arrived in that city and the time you arrived in that city.



New Itinerary Stop

Departure City

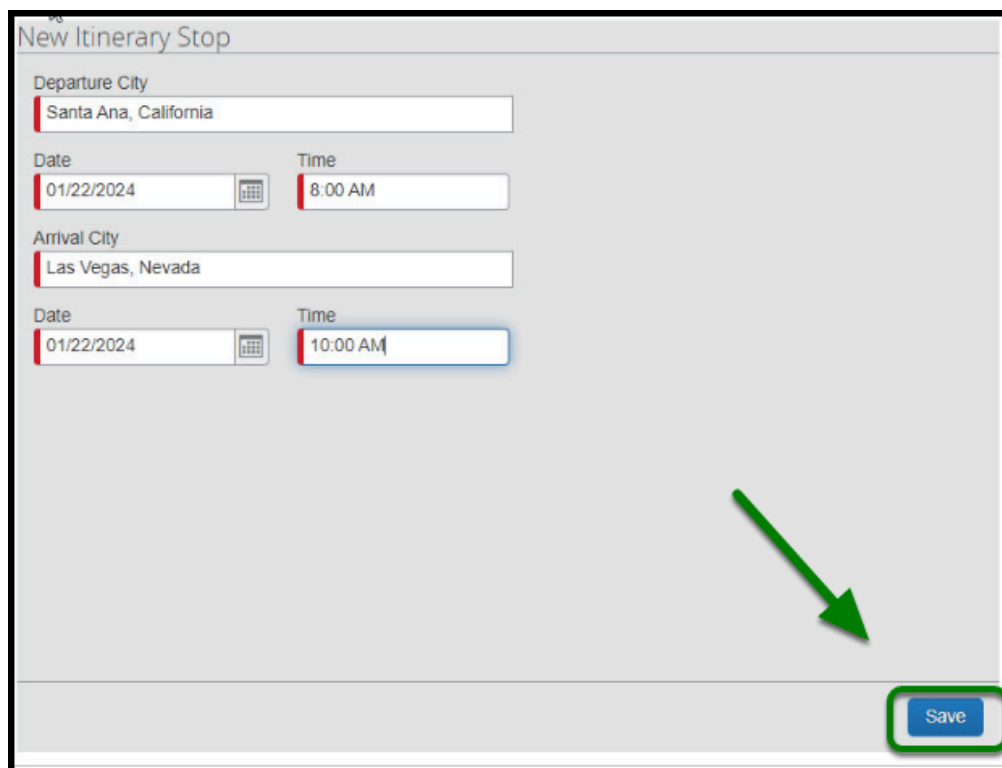
Date Time

Arrival City

Date Time

[Save](#)

Step 5: Next, click the **Save** button.



New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

[Save](#)

Step 6: The information you saved will be added to your itinerary and the **New Itinerary Stop** box will update with the information for your return trip.

Travel Allowances For Report: JAN 2024 Las Vegas, NV

1 Edit Itinerary

2 Available Itineraries

3 Expenses & Adjustments

Itinerary Info

Itinerary Name

JAN 2024 Las Vegas, NV

Selection

USGSA

Add Stop

Delete Rows

Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Date Location
<input type="checkbox"/>	Santa Ana, California 01/22/2024 08:00 AM	Las Vegas, Nevada 01/22/2024 10:00 AM	CLARK COUNTY, US-NV, US

New Itinerary Stop

Departure City

Las Vegas, Nevada

Date

Time


Arrival City

Santa Ana, California

Date

Time

Step 7: Fill in the details for your return trip and click the **Save** button.



Please note: If your trip had multiple destinations, you will enter each leg, one at a time, clicking **Save** after each entry until you have entered in the final leg which would be your return trip.

New Itinerary Stop

Departure City
Las Vegas, Nevada

Date: 01/26/2024 Time: 3:00 PM

Arrival City
Santa Ana, California

Date: 01/26/2024 Time: 5:00 PM

Save

Step 8: The information you saved will be added to your itinerary. When you are finished entering in the itinerary information, click the **Next** button.

Travel Allowances For Report: JAN 2024 Las Vegas, NV

Itinerary Info

Itinerary Name: JAN 2024 Las Vegas, NV Selection: USGSA

Departure City	Arrival City	Arrival Rate Location
Santa Ana, California 01/22/2024 06:30 AM	Las Vegas, Nevada 01/22/2024 10:30 AM	CLARK COUNTY, US-NV, US
Las Vegas, Nevada 01/26/2024 03:30 PM	Santa Ana, California 01/26/2024 05:30 PM	ORANGE COUNTY, US-CA, US

New Itinerary Stop

Departure City: Santa Ana, California

Date: Time:

Arrival City:

Date: Time:

Next >>

Step 9: The page will refresh and you will see the **Expenses and Adjustments** page. Here, you will see each date of your trip and the location you were in based on your itinerary. You can also view the meals rate for the city that you were in each day.

Travel Allowances For Report: JAN 2024 Las Vegas, NV

Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/22/2024 Las Vegas, Nevada	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$203.75
<input type="checkbox"/>	01/23/2024 Las Vegas, Nevada	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	01/24/2024 Las Vegas, Nevada	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	01/25/2024 Las Vegas, Nevada	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	01/26/2024 Las Vegas, Nevada	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

Travel Allowances For Report: JAN 2024 Las Vegas, NV

Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location	Meals Rate
<input type="checkbox"/>	01/22/2024 Las Vegas, Nevada	\$51.75
<input type="checkbox"/>	01/23/2024 Las Vegas, Nevada	\$69.00
<input type="checkbox"/>	01/24/2024 Las Vegas, Nevada	\$69.00
<input type="checkbox"/>	01/25/2024 Las Vegas, Nevada	\$69.00
<input type="checkbox"/>	01/26/2024 Las Vegas, Nevada	\$51.75

If the day listed was a personal day, you can click on the check box under the **Exclude** heading that corresponds to the personal day.

Travel Allowances For Report: JAN 2024 Las Vegas, NV

Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from to Go

Exclude	All <input type="checkbox"/>	Date/Location ▲	Meals Rate	Brea
<input type="checkbox"/>		01/22/2024 Las Vegas, Nevada	\$51.75	
<input type="checkbox"/>		01/23/2024 Las Vegas, Nevada	\$69.00	
<input type="checkbox"/>		01/24/2024 Las Vegas, Nevada	\$69.00	
<input type="checkbox"/>		01/25/2024 Las Vegas, Nevada	\$69.00	
<input type="checkbox"/>		01/26/2024 Las Vegas, Nevada	\$51.75	

Otherwise, you can check the boxes for each day indicating that a meal was provided by the conference. If no meals were provided, please leave the check boxes blank.

Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided
\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please Note: The **Allowance** section includes the meals and incidentals rates in addition to the per diem lodging rate for the city that is listed. The CSU does not use the per diem lodging rate, so please disregard this section.

Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	\$203.75
<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

Step 10: Once all of the appropriate boxes are checked, please click the **Create Expenses** Button.

Travel Allowances For Report: JAN 2024 Las Vegas, NV

Create New Itinerary | Edit Itinerary | Expenses & Adjustments

Show dates from: to: Go

Exclude All	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/22/2024 Las Vegas, Nevada	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$203.75
<input type="checkbox"/>	01/23/2024 Las Vegas, Nevada	\$65.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	01/24/2024 Las Vegas, Nevada	\$65.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	01/25/2024 Las Vegas, Nevada	\$65.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$221.00
<input type="checkbox"/>	01/26/2024 Las Vegas, Nevada	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

Go Previous **Create Expenses** Cancel

Step 11: The page will refresh and the meals and incidentals will be added to your expense report. The per diem lodging will also be added to your expense report. Please click the check boxes next to each per diem lodging expense and then click the **Delete** button.

i You will enter lodging through the **Lodging Expense**. If you need assistance with this, please refer to the [How to Add a Lodging Expense](#) quick guide.

<div> <div>Report Details</div> <div>Print/Share</div> <div>Manage Receipts</div> <div>Travel Allowance</div> </div>						
<div> <div>Add Expense</div> <div>Edit</div> <div>Delete</div> <div>Copy</div> <div>Allocate</div> <div>Combine Expenses</div> <div>Move to</div> </div>						
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date
<input type="checkbox"/>			Cash/Personal Credit Card	Meals and Incidentals Per Diem	Las Vegas, Nevada	01/26/2024
<input checked="" type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Las Vegas, Nevada	01/25/2024
<input type="checkbox"/>			Cash/Personal Credit Card	Meals and Incidentals Per Diem	Las Vegas, Nevada	01/25/2024
<input checked="" type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Las Vegas, Nevada	01/24/2024
<input type="checkbox"/>			Cash/Personal Credit Card	Meals and Incidentals Per Diem	Las Vegas, Nevada	01/24/2024
<input checked="" type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Las Vegas, Nevada	01/23/2024
<input type="checkbox"/>			Cash/Personal Credit Card	Meals and Incidentals Per Diem	Las Vegas, Nevada	01/23/2024
<input checked="" type="checkbox"/>			Cash/Personal Credit Card	International Daily Allowance (Lodging)	Las Vegas, Nevada	01/22/2024

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Travel Expense Report Checklist

If you would like to use a checklist, click on the [Travel Expense Report Checklist](#).

Need more help?

Contact Concur Support at concur@fullerton.edu.