How to account for meals per diem from a trip

You will have to record expenditures for daily meals from your trip. For lengthy trips, see final note.*

Screenshots are provided to use as visual guides for certain steps.

1. Open the expense report to add per diem meal expenses.
2. Click on the blue Travel Allowance text then click on Manage Travel Allowance

![Screenshot of expense report with Travel Allowance and Manage Travel Allowance highlighted.]

3. You will be brought to the below window. This window will show two types of itineraries:
   a. An itinerary (if any) associated with the current expense report.
   b. Previously created itineraries that could be associated with the report.

![Screenshot of itinerary window with 3a and 3b highlighted.]

This area will show you what itinerary is associated with the expense report.

This area will show you what previously created itineraries exist for you in Concur that you could associate with a report.
4. To create a new itinerary, click the blue **Create New Itinerary** text in the upper left corner.

   ![Image of the Create New Itinerary option]

   *Tip: If you booked your travel through Concur, you will be able to click the blue **Import Itinerary** button and you should see your Airfare itinerary that you can use to help you create this itinerary. If you did not book through Concur, or with the designated UMD Travel Agency, you will need to manually enter the itinerary.*

5. You will now see the area where you can create the new itinerary.

   ![Image of the New Itinerary Stop section]

   ![Image of the Import Itinerary button]

   ![Image of the New Itinerary Stop section with fields for Departure City, Date, Time, Arrival City, and Date, Time]
6. Under the gray **New Itinerary Stop** section, enter the **outbound** information.
   a. **Departure City**
   b. **Date** – The day you leave
   c. **Time** – This is when you leave the house/office, not when the plane departs
   d. **Arrival City**
   e. **Date** – Auto populated based off the Departure Date
   f. **Time** – Time you arrived at the hotel/lodging
   g. **Click Save** at the bottom-right of the gray section

7. The departure information is now shown on the left-hand side. The **return** information will now be input into the gray section.
   a. **Departure City**
   b. **Date** – The day you leave
   c. **Time** – This is when you leave the hotel/conference, not when the plane departs
   d. **Arrival City**
   e. **Date** – Auto populated based off the Departure Date
   f. **Time** – Time you arrive home
   g. **Click Save** at the bottom-right of the gray section

8. The outbound and return information is now shown in two rows on the left side of the screen. Click **Next** at the bottom-right. If you have additional legs of the trip, continue entering them under the **New Itinerary Stop** section.
9. You will be brought back to the itinerary screen and you’ll notice the newly created itinerary showing in the **Assigned Itineraries** section.

![Itinerary Screen](image)

10. If everything looks good, click **Next** at the bottom-right.

11. You should now be in the **Expenses & Adjustments** screen where you will mark off which meals were provided during the trip. The system automatically calculates the departure and return days at 75% of allowance. All other travel days are at the full day rate (100%).
12. As you check the boxes to identify which meals were provided, the **Allowance** column will be automatically adjusted to deduct from the meals allowance being reimbursed.

13. Once you check off all the meals provided to you, click **Create Expenses** to add the Meals Per Diem to your expense report.
   - This will add multiple lines in your expense report for Daily Meals Per Diem according to the number of days in the trip.

*Final note:* For lengthy trips of longer than several weeks, users should submit more frequent/periodic reports, but still associating the single itinerary to each report. Concur will generate the entries for each day. It will not do a lump sum.