

Methods of Expensing Meals

The University’s travel system, Concur, provides different methods for claiming meals based on the traveler’s needs:

- Meal – Per Diem generated from a travel allowance
- Meals – Actual entered directly into Concur, not to exceed the CONUS per diem rate
- Meals charged to a travel card

Meals - Per Diems

The standard method for expensing meals is to use the travel allowance to generate the meal per diems. The travel allowance itinerary indicates where the traveler incurred meals (or lodging) expenses and references [CONUS](#) to calculate eligible per diems. The travel allowance can be accessed from an open expense report via the Travel Allowance drop-down menu and selecting Manage Travel Allowance.

Click the Create New Itinerary tab to add at minimum a two-row itinerary for the outgoing and return sections of the trip. If meals or lodging occurred at destinations other than these, include those locations as additional rows. Click next to proceed to the Expenses and Adjustments tab to review meal per diems.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Meal Per Diems 6/12/2021				
Knoxville, Tennessee	06/10/2021 08:00 AM	Memphis, Tennessee	06/10/2021 02:00 PM	SHELBY COUNTY, US-TN, US
Memphis, Tennessee	06/12/2021 01:00 PM	Knoxville, Tennessee	06/12/2021 07:00 PM	KNOX COUNTY, US-TN, US

The per diems can be adjusted based on any meals that are provided by deselecting the individual meal or the entire per diem, including the \$5 incidentals fee, by selecting the Exclude box.

Travel Allowances For Report: Meal Per Diems 6/12/2021						
1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments						
Show dates from <input type="text"/> to <input type="text"/> <input type="button" value="Go"/>						
Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance	
<input type="checkbox"/>	06/10/2021 Memphis, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75	
<input type="checkbox"/>	06/11/2021 Memphis, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00	
<input type="checkbox"/>	06/12/2021 Memphis, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75	

Once any adjustments are made, click the Generate Expenses button to create ‘Meals – Per Diem’ expense entries. Adjustments to meals can be made by opening the travel allowance through the Travel Allowance drop-down menu, selecting Manage Travel Allowance and clicking the Expenses and Adjustments tab. Click the Update Expenses button to update the meals expense line item.

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out-of-Pocket	Meals - Per Diem	Memphis, Tennessee	06/12/2021	\$45.75
<input type="checkbox"/>		Out-of-Pocket	Meals - Per Diem	Memphis, Tennessee	06/11/2021	\$61.00
<input type="checkbox"/>		Out-of-Pocket	Meals - Per Diem	Memphis, Tennessee	06/10/2021	\$45.75
						\$152.50

Meals - Actual

If travel funds are tightly managed, the expense type 'Meals – Actual' can be used to reimburse travelers for the exact amount. 'Meals – Actual' cannot be more than the per diem for the day for the location. When using 'Meals – Actual', a receipt must be attached.

Expense Type * ?	
Meals - Actual ▼	
Exception? *	Report/Trip Purpose *
No ▼	Meeting/Collaboration ▼
Transaction Date *	City of Purchase *
06/10/2021 📅	🌐 ▼ Memphis, Tennessee
Payment Type *	
Out-of-Pocket ▼	
Amount *	Currency *
35.00	US, Dollar ▼

If both 'Meals - Per Diems' and 'Meals – Actual' are used in the same expense report an information alert is triggered, "This Expense Report has both a Travel Allowance and 'Meals – Actual'. Ensure they are not overlapping". The traveler or delegate must ensure that on every day, no more than the meal per diem for the location is being claimed. This alert will not prevent the report from being submitted.

⚠️ Alerts: 1 ^

EXPENSE | Meals - Actual | 01/04/2021 | \$25.00

⚠️ This Expense Report has both a Travel Allowance and "Meals - Actual". Ensure they are not overlapping. [View](#)

Meals on a Travel Card

While traveling, meals can be charged to the travel card. Travel card transactions will usually default to the expense type 'Meals – Actual' when posted to the cardholder's profile. If the intent is to pay the actual meal amount instead of a per diem for the day, these expenses should remain as 'Meals – Actual'.

If the traveler is going to claim meals per diem, the standard way of expensing these meals is to change the expense type to Non-reimbursable/Personal. The amounts of these meals will be deducted from any reimbursement to the traveler, but that will be offset by claiming the per diems. When the expense type is Non-reimbursable/Personal, a receipt is not required for that expense.

The screenshot shows a web form for entering an expense. At the top, it says "Non-Reimbursable or Personal \$8.31" with a trash icon. Below this, there are navigation arrows, the date "12/06/2020", the card number "KFC K750031", and the card type "Corporate Card". There are two tabs: "Details" (selected) and "Itemizations". The "Expense Type" dropdown menu is highlighted with an orange box and contains the text "Non-Reimbursable or Personal". Other fields include "Report/Trip Purpose" (Meeting/Collaboration), "Transaction Date" (12/06/2020), "Payment Type" (UT-TEST- Travel Card), "Amount" (8.31), and "Currency" (US, Dollar). A checkbox labeled "Personal Expense (do not reimburse)" is checked and highlighted with an orange box. There is a "Comments (Limit 500 Characters)" text area and "Save Expense" and "Cancel" buttons at the bottom.

If you have questions or need additional assistance utilizing the University's travel system, please contact travel@tennessee.edu.