Meal Per Diem

Meal per diem, or travel allowances as they are known in Concur, are daily rates for meals and incidentals and are based on your location. With OSU’s updated travel policy, we are now using rates calculated by the U.S. General Services Administration. These rates no longer consider the start or end times of your travel to determine which meals you can claim, and because of this change, the rates now provide 75% of the cost of meals and incidentals for the first day and last day of travel.

There are two ways you can claim meal per diem in Concur:

1. You can enter it in when you create a Travel Expense Report, or,
2. You can add it in under the Report Header (if you forgot to add per diem when you created the report).

Claim Per Diem: When Creating a Travel Expense Report

From your approved Pre-Trip Travel Request you can start a new Travel Expense Report and begin filling out your trip information. Before you click Create Report, scroll all the way to the bottom of the Create New Report screen to the Claim Travel Allowance section.

Scroll to the bottom to add per diem!
At the very bottom is the **Claim Travel Allowance** section.

To claim per diem, you will need to select *Yes, I want to claim Travel Allowance*. After you select this, the **Create Report** button will change to a blue **Next** button; click the **Next** button.
Create New Itinerary

After clicking Next, you will be taken to the Create New Itinerary screen where you will need to enter the different parts of your travel. Itineraries need to include at least two parts: travel to the destination & return travel from the destination.

Fill out the information for the first part of your itinerary in the New Itinerary Stop section. You will need to enter your information about where you departed from (city, date departed, and time of departure) and then you will need to enter your information about your destination (city, date arrived, and time of arrival). Click the blue Save button to add the first leg of your itinerary.

Concur populates the departure and arrival cities for the second part of your itinerary in the New Itinerary Stop section.
If you are leaving the same destination and returning to the same location, please proceed with entering your information about your return travel (*date departed and time of departure from your destination, then date arrived and time of arrival back to your original location*). Click the blue **Save** button to add the second leg of your itinerary.
Tip Sheet: Meal Per Diem

HOW TO CLAIM MEAL PER DIEM IN A TRAVEL EXPENSE REPORT

Note: If you traveled to more than one location on your trip, continue to enter in your departure and arrival information until your itinerary is filled out with all destinations and relevant information.

If your trip is complete, click the blue Next button at the bottom of the window.

Available Itineraries
You will be taken to the Available Itineraries screen. The Assigned Itineraries section lists the itinerary that you entered on the previous screen. Review the itinerary for accuracy and click the blue Next button at the bottom of the window.
Expenses & Adjustments

After clicking Next, you will be taken to the Expenses & Adjustments screen where your per diem has been calculated based on the dates and location(s) of your travel.

![Expense and Adjustments Screen]

*Note: We are now using per diem rates calculated by the [U.S. General Services Administration](https://www.gsa.gov); the first and last days of travel are reimbursed at 75% of the normal per diem rates for the area.*

If you are not claiming meals for a day, click the checkbox below Exclude All in the line of the date(s) you are not claiming meals.

![Expense and Adjustments Screen 2]

If a meal was provided on a specific day, click the checkbox beneath that meal, in the line of the date(s) which the meal was provided.
When you are done editing your per diem amounts, click the blue **Create Expenses** button at the bottom of the window.

You will be taken back to the **Travel Expense Report**, and the per diem meals have been added as line items in your expense report.
Now you can continue to enter in other travel expenses to your travel report. Once you are done entering in the remaining travel expenses you can submit the report for Budget Authority review and approval before payment.

**Claim Per Diem: After Creating a Travel Expense Report**

If you have already started your Travel Expense Report, but forgot to claim the per diem when you started the report, you can still add it in under the Report Header. You can do this before or after you have added other expenses to the report, but you will need to do it before you submit the report. Click Report Details.
A dropdown menu will appear; select **Report Header** from the list.

Edit the Report Header

After clicking **Report Header** from the dropdown list, you will be taken to the **Report Header**. Scroll all the way to the bottom of the **Report Header** screen to the **Claim Travel Allowance** section.

**Scroll to the bottom to add per diem!**
Tip Sheet: Meal Per Diem

How to Claim Meal Per Diem in a Travel Expense Report

At the very bottom of the Report Header is the Claim Travel Allowance section.

To claim per diem, you will need to select Yes, I want to claim Travel Allowance. After you select this, the Save button will change to a blue Next button; click the Next button.

After clicking Next, you will go through the same process of creating a new itinerary, reviewing the assigned itinerary that you just created, and reviewing your per diem amounts under the Expenses & Adjustments screen; this process is outlined earlier in this document.
When you are done editing your per diem amounts, click the blue Create Expenses button at the bottom of the window. You will be taken back to the Travel Expense Report, and the per diem meals have added as line items in your expense report.

Now you can continue to enter in other travel expenses to your travel report, or if you have already entered in your other travel expenses, you can submit the report for Budget Authority review and approval before payment.

Still have questions? Contact us!

Questions related to travel: Travel@oregonstate.edu
Questions related to credit cards: Procurement.Cards@oregonstate.edu
Website: fa.oregonstate.edu/travel-and-expense