Single-Day Travel Allowance (Per Diem)

*Single day travel meals are considered taxable to employees by the IRS. Expense Type **E714 – Taxable Meals – Day Travel** <u>MUST</u> be used for single day meal reimbursements. Concur's per diem function (Travel Allowance) can only record expenses to **E721 – Per Diem Meals** so you <u>must use the steps outlined below</u> to compute and record single-day per diem reimbursements.

The 75% first/last day policy **<u>does not</u>** apply to Taxable Meals for Day Travel.

- 1. Create a **New Report** as you would a multiple day trip. The **Report/Trip Business Start** and **End Dates** should be the <u>same</u>.
- 2. Click **No, I do not want to claim Travel Allowance > Create Report**. This is usually the default.

aport/ inc sigme / the state sign interval				
	Report/Inp Business Start Date -	Report inp Business End Date -		
Marquette, MI 020120	· · · · · · · · · · · · · · · · · · ·			
leport/Trip Purpose *	Additional Information *	Traveler Type *		
4. Recruiting	To meet with a potential student-athlete.	€ _ Staff		
loes this trip include personal travel? *	Personal Travel Date	Index *		
No	•	T - (H41021) H41021 Hockey Recruiting		
Department				
Financial Services & Operations				
Comments To/From Approvers/Processors				
ilaim Travel Allowance				
Iaim Travel Allowance Does this Travel Expense Report include a Meal Per Diem?				
Isim Travel Allowance Joes this Travel Expense Report include a Meal Per Diem? Yes, I want to claim Travel Allowance Mo. Le not num to chim Travel Allowance				
Zlaim Travel Allowance Does this Travel Expense Report include a Meal Per Diem? 9 Yes. I want to claim Travel Allowance e No, I do not want to claim Travel Allowance				

- 3. Click Add Expense > Create New Expense > E714-Taxable Meals Day Travel
- 4. Enter the *M&IE Total* (Total of the meals you wish to claim. I.E. Breakfast, Lunch or Dinner) amount (Found at GSA Website): <u>https://www.gsa.gov/travel/plan-book/per-diem-rates</u>

Detroit	wayne	***						
	Wayne	\$56	\$13	\$15	\$23	\$5	\$42.00	
Primary Destination 🗊	County 🗿	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel	0
							Filter Results.	
First & last day of travel -	- amount received on the first	and last day of travel	and equals 75% of total M&IE.					
Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&/E Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information								
Mole Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.								
Use this table to find the fo	Use this table to find the following information for federal employee travel:							
Meals & Incidentals (M&IE) Breakdown [®]								
Nome > Travel > Plan & Book > Per Diem Rates > Per Diem Look-up								
GSA	BUYING & SELLING	REAL ESTATE	POLICY & REGULATIONS	SMALL BUSINESS	TRAVEL	SHARED SERVICES	TECHNOLOGY	ABOUT US
664								

5. Complete all required fields (Red Asterisk) – No receipt is necessary. Select **Save Expense**.

Details	Itemizations		Hide Receipt
Allocate		* Required field	
Expense Type *			
E714 - Taxable Mea	als - Day Travel	~	
Transaction Date *		Additional Information	
01/01/2023			
Enter Vendor Name		City of Purchase	^
		• •	
Payment Type *			Aud Receipt
Out of Pocket	~]		Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpgg, .pdf, .tif or .tiff.
Amount *		Currency *	5MB limit per file.
26.00		US, Dollar 🗸	
Index			
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6. Complete expense report as applicable and **submit**. To see how to claim Personal Car Mileage, see Concur Training Guide page 37.