



CONCUR TRAINING: INTERNATIONAL & GROUP TRAVEL

Fall 2024

One-Stop Travel Services,
travel@calstatela.edu

A photograph of a large, reddish-brown stone sign for California State University Los Angeles. The sign is made of rectangular blocks and has the words 'CALIFORNIA STATE UNIVERSITY' on the top line and 'LOS ANGELES' on the bottom line in raised, light-colored letters. In the background, there are trees and a building under a clear sky.

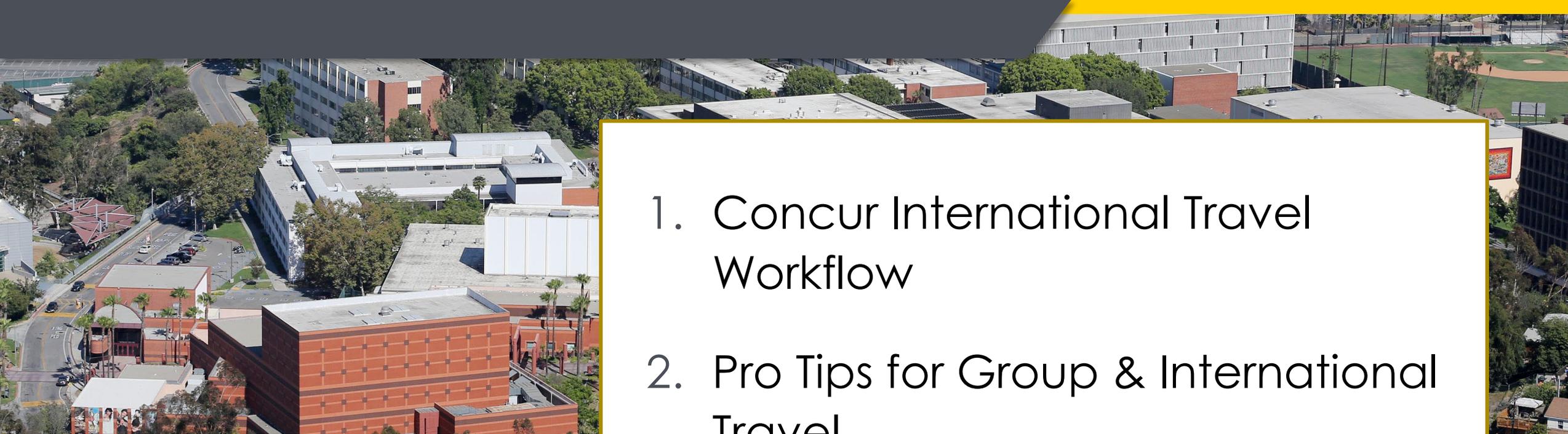
CALIFORNIA STATE UNIVERSITY
LOS ANGELES



BEFORE WE GET STARTED

What to Expect in Today's Training

- **Effective January 2nd, 2025 all state-funded international travel should be submitted through Concur.**
- Submitting an international travel request functions similarly to a domestic travel request submitted in Concur. To get the most out of this training, you should already be familiar with Concur functionality.
- Need a refresher on how to use Concur? Visit One-Stop's [Concur Travel resource page](#) to:
 - Access comprehensive training materials, including video walkthroughs & PDF guides.
 - Sign up for Concur Office Hours hosted every other Friday.
 - Have additional questions? Contact [One-Stop Travel Services](#) at: (323) 343-5430, travel@calstatela.edu



AGENDA

1. Concur International Travel Workflow
2. Pro Tips for Group & International Travel
3. Submitting a Concur International Travel Request
4. Meals & Incidentals Per Diem

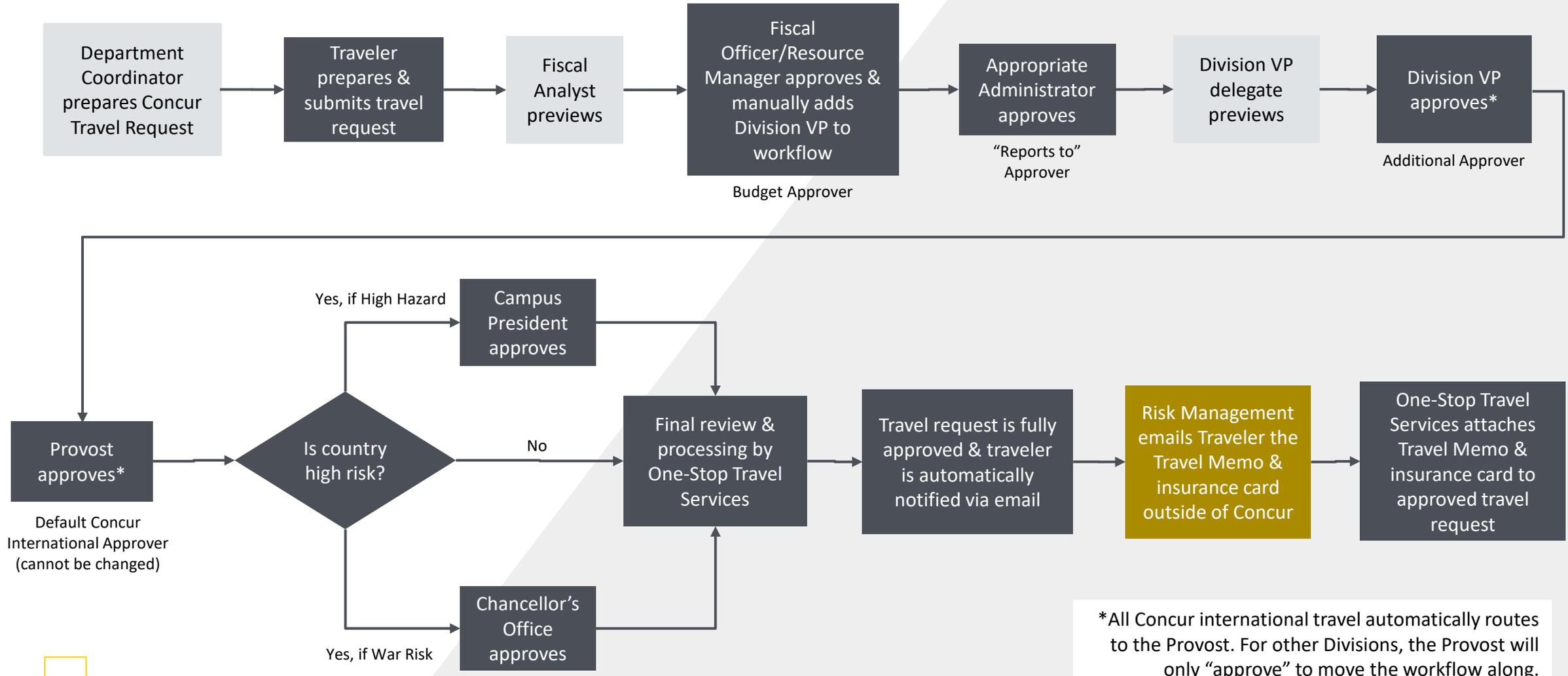
INTERNATIONAL TRAVEL WORKFLOW

For Concur & Related Business Processes

CONCUR INTERNATIONAL WORKFLOW

Legend:

- Gold [] Outside of Concur
- Dark Grey [] Required Concur Step
- Light Grey [] Optional Concur Step



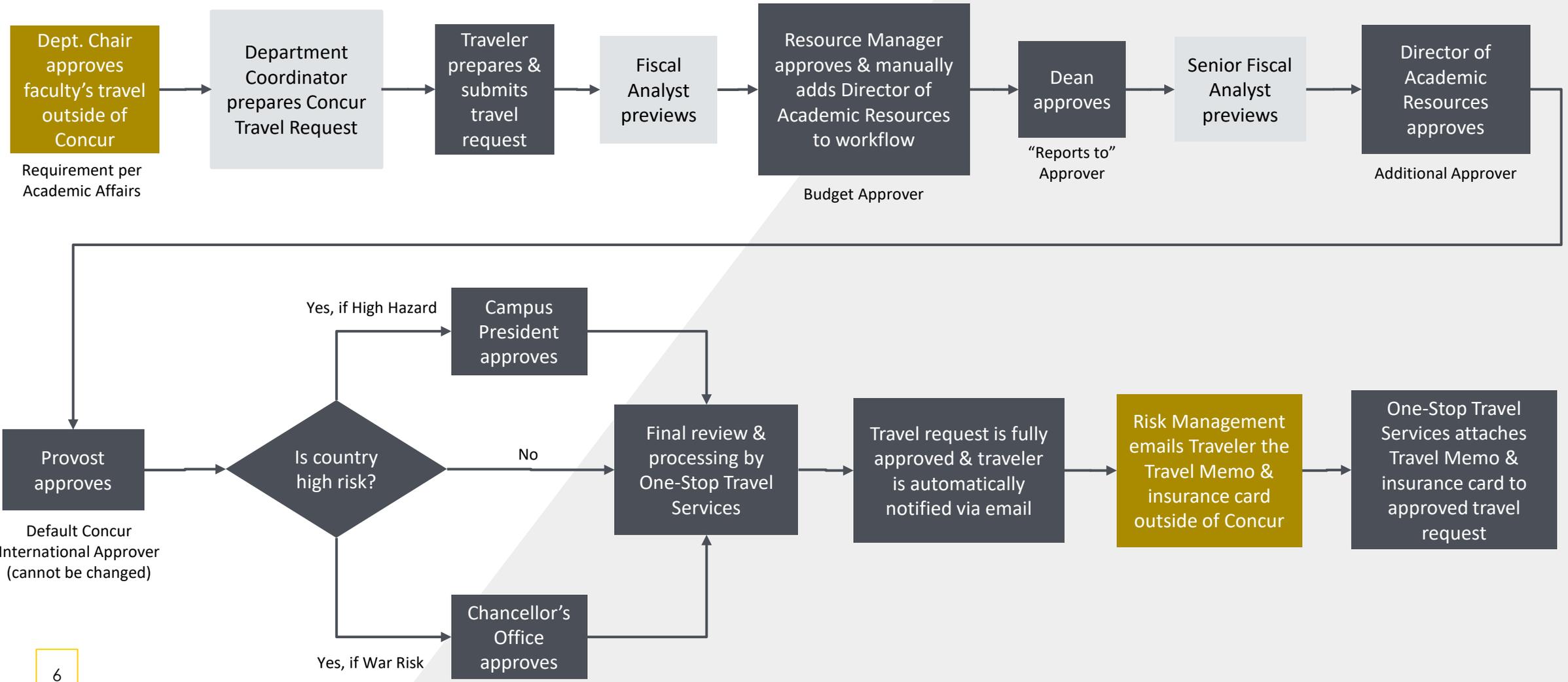
*All Concur international travel automatically routes to the Provost. For other Divisions, the Provost will only "approve" to move the workflow along.

CONCUR INTERNATIONAL WORKFLOW

ACADEMIC AFFAIRS

Legend:

- Gold: Outside of Concur
- Dark Grey: Required Concur Step
- Light Grey: Optional Concur Step





WHAT IS RISK'S ROLE?

Risk Management and Environmental Health & Safety (RMEHS)

1. RMEHS concurrently receives a weekly report with pending and approved international travel requests.
2. RMEHS gathers information from Concur needed for insurance purposes.
3. RMEHS emails the traveler the Travel Memo and insurance card, which One-Stop Travel Services will also attach to the approved Concur travel request.

HOW TO MANUALLY ADD AN APPROVER

As a Budget Approver

- **Budget approvers and their delegate “previewers”** can add additional approvers anywhere in the approval workflow.
- Before clicking Approve, select More Actions > Edit Approval Flow.
- To add an additional approver, click on + Add Step where you want to insert an additional approver into the workflow.
- Click Save, then Approve to send the travel request to the next approver.

Edit Approval Flow

Budget Approval

Test, Budget Approver1

+ Add Step

48100 - Accounts Payable (SA-SACST-MDS01-48100)

Test, Budget Approver1

+ Add Substep

User-Added Approver

Search by Last Name Delete

+ Add Step

"Reports To" Approval2

Test, SA Approver

+ Add Step

User-Added Approver

Search by Last Name Delete

+ Add Step

Approval for Processing

Cancel Save

PRO TIPS FOR GROUP & INTERNATIONAL TRAVEL

Travel Planning Checklist

Travel Planning Checklist

Submission Timelines

- For domestic travel requests, the approved Concur travel request/RFT should reach Travel Services at least 10 business days before the trip start date.
- For international travel requests, the approved international RFT should reach Travel Services at least 60 calendar days before the trip start date.
- Submit all expense reports/TECs as soon as possible, and no later than 60 calendar days after the trip end date.

Pre-Approval to Travel

- Travelers must submit a travel request and be approved to travel prior to booking any travel arrangements (this excludes service providers, candidates, and non-employee students).
 - All *stateside* employees using *state funds* (including self-support and trust) will utilize [Concur Travel Software](#).
 - Non-state employees (including students) will continue to use the current travel forms.
- Expected Expenses:
 - When itemizing expenses for your travel request, be sure to include all expected trip expenses (not just what you expect to pay out-of-pocket) in order to track the total business cost of the trip.
 - Attach supporting documents (Conference Information, Event Information, Letter of Invitation, Email communications)
 - Any other documents as required by your department
- Any exception to the travel policy (e.g., lodging over \$333 per night) will need to be approved by your division VP. *If your division uses an exception justification form, be sure to complete and attach the form to your travel request. If not, your budget approver will need to add the division VP to the Concur approval workflow to review your justification comment required in your Concur travel request. (see the "Hotels" section for additional details)*

Registration Fee Payment Options

- Individual GET card, if assigned
- Department P-card
- Personal card (you will be reimbursed after returning from travel, and your expense report has been processed)

Meals & Incidentals

- Location-based per diem meal expenses and incidentals, with an overnight stay.*
- When the entire length of a trip is less than 24 hours, meals and incidental expenses should not be included as an estimated expense unless the traveler is away from home overnight, as supported by a lodging receipt.*

Travel Planning Checklist

Let's get started!

Download the [Travel Planning Checklist](#).

Updated sections include:

- Submission Timelines
- Group Travel Tips
- International Travel Tips



SUBMISSION TIMELINES

Travel Planning Checklist

- Approved international travel requests should reach One-Stop Travel Services at least 60 calendar days before the trip start date.
- Submit all expense claims as soon as possible, no later than 60 calendar days after the trip end date.
 - Reimbursement will be issued to the traveler 10 days after approved claim is received by Travel Services.



BEST PRACTICE

Travel Planning Checklist

When traveling to multiple locations on business:

- In the Concur request header, input the destination where the traveler will be staying the longest for business.
- Include a list of the other locations in the request header Comments field.
- Attach an itinerary as a supporting document for audit purposes.



GROUP TRAVEL TIPS

Travel Planning Checklist

- Relevant **General Release Form** packet is required (found on [RMEHS website](#)).
- Concur's Trip Search feature can only be used for individual/group leader travel. **To book airfare for group travel, contact Christopherson Travel Agency.**
 - Note that there is a fee when contacting Christopherson for inquiries/booking arrangements. See [Christopherson Service Fees CSU Pricing Agreement](#).
- If the trip is using auxiliary funds and therefore not being processed through Concur, contact travel@calstatela.edu for booking instructions.



WHO IS A GROUP LEADER?

Group Travel

- A group leader is an employee who will be accompanying students on a trip.
- The group leader will submit **only one** Concur travel request on behalf of the students and themselves.
- If additional employees are also going on the trip, then they will each need to submit an individual Concur travel request.

Cash Advance Request Form

ONE-STOP TRAVEL SERVICES

Purpose:

To obtain access to cash advance requests for group travel through the Concur Travel & Expense System as an employee.

Requestor Information

First Name:		Employee ID #:	
Last Name:		Campus Phone:	
Campus Email Address:		Department ID:	

Reason for Cash Advance

I will be a group leader for future group travel with students.

Certification and Approvals

The following will apply to every cash advance that I obtain:

- When I accept custody of advanced funds, I agree to be accountable for the appropriate care and disposition of these funds, including safeguarding against loss or theft. In the event of loss or theft, or unauthorized or unreconciled distribution, the University may require reimbursement from me for the amount lost or stolen. Should that be the case, I understand it could result in collection activities that may include internal and external collection efforts, deduction from future travel claims, deduction from a payroll warrant, and/or tax refund offset.
- I will not use advanced funds for purposes other than approved travel expenses, and I will make advanced funds available for audit. I am responsible for complying with all applicable rules, regulations, and policies, including reconciling advanced funds with appropriate receipts and documentation within the required time frame.
- I understand cash advances may be picked up at the One-Stop Financial Services, Student Services Bldg., Room 2380 or directly deposited into my bank account after processing in the Concur Travel & Expense System. Furthermore, I understand it is my responsibility to reimburse the University for the unused portion of the cash advances at the time of reconciliation of the expense report in Concur within 60 days after a trip is completed.

Requester Signature Date

Approver Information

DOA Approver First Name:		Position/Title:	
DOA Approver Last Name:		Email Address:	

I approve the person named above to be set up within the Concur Travel & Expense System to request cash advances. Furthermore, I understand that cash advance requests submitted by this individual will require my approval within the Concur Travel & Expense System before advanced funds will be issued.

DOA Approver Signature (level 4 or above) Date

OFFICE USE ONLY:

I approve the requester named above to be set up within the Concur Travel & Expense System to request cash advances.

One-Stop Travel Services Signature (required) Date

When all necessary signatures have been obtained:

Send completed signed form to: travel@calstatela.edu

Cash Advance Setup Form

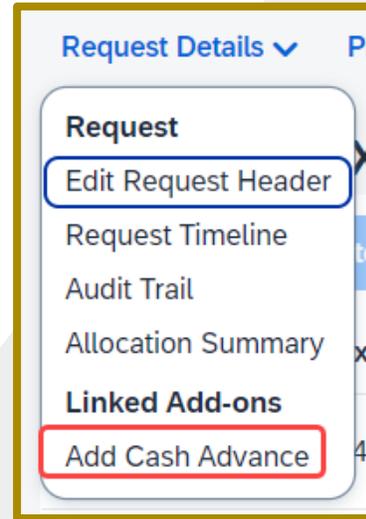
If you are a group leader traveling with students and are seeking a cash advance, complete the Cash Advance Setup Form prior to submitting a travel request in Concur.

Once processed, your Concur settings will be updated to allow you to request a cash advance.

REQUESTING A CASH ADVANCE

1. On the Expected Expenses screen of a Travel Request, navigate to the Request Details dropdown menu.

- Select **“Add Cash Advance”** under Linked Add-ons.



Note that cash distributed to students by the group leader must be acknowledged in writing at the time of receipt. The [Advance Signature Sheet for Student Group Travel](#) can be used to obtain signatures.

2. Enter the **“Cash Advance Amount”** and reason for advance. This will add the cash amount to the request.

A screenshot of a web form for requesting a cash advance. At the top right, there are "Cancel", "Save", and "Submit" buttons. Below the buttons are two tabs: "Cash Advance Timeline" and "Manage Attachments". The "Details" tab is active, showing a form with two required fields: "Cash Advance Amount" with a value of "500.00" and "Currency" with a dropdown menu set to "US, Dollar". Below these is a "Cash Advance Comment" text area containing the word "test". A red asterisk and the text "* Required field" are visible in the top right corner of the form area.

International Travel Supplemental Information – Concur Travel Request

RMEHS requests the following information as a supplement to the Travel Request. The information provided herein will be used to transmit to our insurer for contingent emergency use. **Please attach this form to your Travel Request in Concur when you submit for approval.**

Destination(s) of Travel: _____
 (i.e. city, province, region, state, and country)

Travel Date(s): From _____ To _____ Number of personal travel days (N/A if none): _____

Traveler Type: Employee Student Other Participants List dates of personal travel (if applicable): _____

Please provide contact information for employee(s) traveling:

Employee Name	Phone Number	Email Address	Emergency Contact (i.e. name, relationship, phone number)

Please provide contact information for student(s) traveling:

Student Name	Phone Number	Email Address	Emergency Contact (i.e. name, relationship, phone number)	Is the student a minor? (Y/N)*

*If yes, refer to the [Youth Protection Program \(YPP\)](#) for requirements.

Please provide contact information for any other participant(s) traveling (e.g. spouse, dependent, parent, etc.):

Participant Name	Phone Number	Email Address	Emergency Contact (i.e. name, relationship, phone number)

All travelers must complete the following. Please also include your travel itinerary with your Travel Request.

Contact information of where traveler(s) will be staying while in foreign or high-hazardous country(ies):
 (i.e. phone number, email addresses)

Method(s) of transportation while in country(ies) (i.e., shuttle service, bus, taxi, rental car, etc.):

List all airports that will be visited during international travel: _____

Questions or special concerns: _____

For RMEHS Use Only:

Are any of the destinations on the U.S. Warning List Level 3 or 4, or a "war risk" country? Yes No

Comments:

Supplemental Information Form

The International Travel Supplemental Information Form must be attached to every international Concur travel request for insurance purposes.



INTERNATIONAL TRAVEL TIPS

Travel Planning Checklist

- A **Travel Cost Comparison Form** is required if taking any personal days within the business travel dates (or whenever deviating from standard route of travel).
 - The [Cost Comparison Form](#) can be found on One-Stop's travel website under Forms.
- As a reminder, depending on how many personal days are taken, a portion of the international flight cost **may be taxable** to the traveler.
 - To learn more, refer to CSU Travel and Business Expense Payments policy [\(U.f.\) Taxability of International Travel With Personal Use](#).



INTERNATIONAL TRAVEL OVER 30 DAYS

International Travel

If the length of an international trip is more than 30 days...

- The traveler's department must decide the travel allowance amount for meals & incidentals, which can only be equal to or less than the location-based per diem rate.

SETTING UP A TRAVEL ARRANGER

PRO TIP

- A traveler can authorize an existing delegate to book travel on their behalf by adding the delegate as a Travel Arranger.
- *Go to Profile > Profile Settings > Personal Information > scroll down to Assistant and Travel Arrangers > Add an Assistant.*

Assistants and Travel Arrangers Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants ?

Your Assistants and Travel Arrangers + Add an Assistant

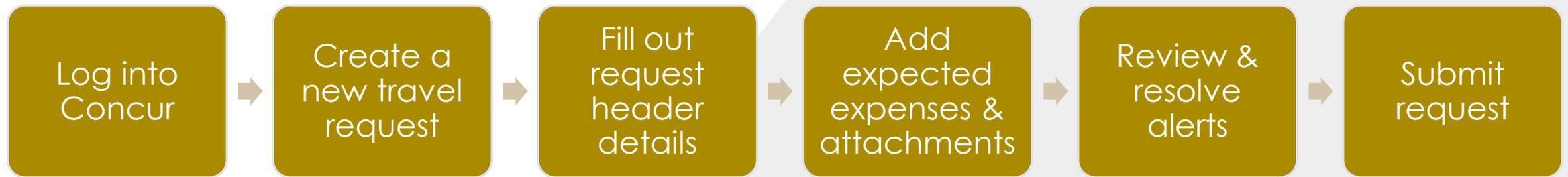
You currently have no assistants defined.

Save

SUBMITTING A CONCUR TRAVEL REQUEST

For International Travel

TRAVEL REQUEST STEPS



LOGGING IN TO CONCUR

Concur International Travel Request

- The link to Concur is available to all faculty and staff on the MyCalStateLA quicklaunch portal.
- *www.calstatela.edu > MyCalStateLA > Admin & Finance > Concur Travel*

The screenshot displays the 'Admin & Finance' section of the MyCalStateLA quicklaunch portal. The section is titled 'Admin & Finance' and contains a grid of application tiles. The 'Concur Travel' tile is highlighted with a red border. Each tile includes an icon, the application name, and a star icon for favorites.

Admin & Finance	
Absence Management	Adobe Sign
CHRS Recruiting	Common Financial System
Concur Travel	Finance Data Warehouse
HRM	Oracle Cloud (Hyperion)
Purchase Parking	

REQUEST HEADER

Create New Request ✕

Request Policy * *CSU-Request Policy	Request/Trip Name * ? Test International Trip	Trip Type * 3-International
Travel Start Date * 10/07/2024	Travel End Date * 10/11/2024	
Traveler Type * Faculty	Trip Purpose * Field Research	If Faculty, is class covered? Yes
Personal Dates of Travel-If none enter NA * ? NA	Destination City/State * ? Taipei, TAIWAN	Final Destination Country * TAIWAN (TW)
Are you traveling to a banned state? * No	Are you traveling with students? * No	Business Unit * (LACMP) LACMP - Cal State University, L.A.
Fund * (SF001) SF001 - Campus Operating Fund	Department * (500000) 500000 - VPA/CFO	Program
Class	Project	

Comments To/From Approvers/Processors ? 30/500

Include business purpose here.

[Cancel](#) [Create Request](#)

Note minor differences for international vs domestic travel request

EXPECTED EXPENSES

Home / Requests / Manage Requests / Test International Trip

Alerts: 3

Test International Trip \$1,772.36

4

Copy Request

Submit Request

Not Submitted | Request ID: GPTM

Request Details

Print/Share

Attachments

5

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Alerts↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	1 	Hotel Reservation	Taipei, TAIWAN	10/07/2024	\$400.00	\$400.00
<input type="checkbox"/>		Air Ticket	Los Angeles (LAX) - Taipei (TPE) : Round Trip	10/07/2024	TWD 28,000.00	\$886.36
<input type="checkbox"/>	3	04a. Meal & Incidentals Per Diem	Taipei, TAIWAN	10/07/2024	\$486.00	\$486.00
						\$1,772.36 Foreign currency converted

To add the estimated cost of multiple hotel rooms, select **Other Accommodation** expense type.

To add the total estimated cost of group meals, select **Team/Group Meals**.

1. LODGING

- Double-check your check-in/check-out dates and update as needed.
- All international lodging expenses will include an alert to remind the traveler to refer to the max reimbursement amount by destination with a link to the [U.S. Dept of State](https://aoprals.state.gov/web920/per_diem.asp).

Check-In

Travel Start Date

10/07/2024 

< **October** 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Alerts: 1 ^

 Please refer to the maximum reimbursement amounts by destination at https://aoprals.state.gov/web920/per_diem.asp before booking your travel to ensure you don't exceed the hotel per diem rates (includes all taxes/hotel fees).

←
→

Hotel Reservation \$400.00 

Cancel Save

2. CURRENCY CONVERSION

- Concur automatically has currency conversion incorporated.

1

Amount *

Currency * US, Dollar

2

Amount *

Currency * taiwan

Taiwan, New Taiwan Dollar

3

EXPECTED EXPENSES

<input type="checkbox"/>	Alerts↓↑	Expense type↓↑	Details↓↑	Date↓	Amount↓↑	Requested↓↑
<input type="checkbox"/>		Air Ticket	Los Angeles (LAX) - Taipei (TPE) : Round Trip	10/07/2024	TWD 28,000.00	\$886.36
						\$886.36 Foreign currency converted

3. MEAL & INCIDENTALS PER DIEM

Concur automatically calculates your total expected expenses for M&IE based on location and dates of travel.

04a. Meal & Incidentals Per Diem \$486.00

10/07/2024

Allocate

Travel Start Date: 10/07/2024

Travel End Date: 10/11/2024

Destination: Taipei, TAIWAN

of Personal Days for Meal Reduction: 0

Amount - Will automatically calculate when you hit save: 486.00

Currency: US, Dollar (USD)

Comments To/From Approvers/Processors

Save Cancel

Note that if the length of the international trip is more than 30 days, the traveler's dept must decide the travel allowance amount, which can only be equal to or less than the location-based per diem rate.

4. REVIEW AUDIT RULES

- All international travel requests will include the following alerts:
 - Attach the International Travel Supplemental Information form.
 - Attach a justification for the travel, including your role and why it is mission critical. Include an itinerary with details of trip destination(s). Information is shared with Risk Management to secure foreign travel insurance.

REQUEST

 ACTION REQUIRED: Attach the International Travel Supplemental Information form. [View](#)

 ACTION NEEDED: Attach a justification for the travel, including your role and why it is mission critical. Include an itinerary with details of trip destination(s). Information is shared with Risk Management to secure foreign travel insurance. [View](#)

- Concur recognizes high hazard or war risk countries and will alert the traveler (and approvers).

 WARNING: This travel is to a High Hazard or War Risk country. For questions about these designations, refer to Risk Management and Environmental Health & Safety for more information: <https://www.calstatela.edu/ehs> [View](#)

5. PRINT/SHARE FEATURE

- You can use the **Print/Share** feature to Print, Save as PDF, or Email your Travel Request Header and Expected Expenses.
- You can also download your supporting documents from **Attachments**.

Faculty Conference \$1,561.00

Not Submitted | Request ID: DDJV

Request Details ▾ **Print/Share ▾** Attachments  ▾

*CSU-Request Printed Report

EXPECTED EXPENSES

***CSU-Request Printed Report** ✕

Request to Travel

Request ID : **DDJV**
 Request/Trip Name : **Faculty Conference**
 *Trip Purpose : **Conference**
 Travel Start Date : **11/13/2023**
 Travel End Date : **11/15/2023**
 Destination City/State : **Santa Barbara (US)**
 Destination Country : **UNITED STATES (US)**
 Requested Amount : **\$1,561.00**

Traveler

User Name : **Chin, Annemarie V.**
 Email Address : **anorton3@calstatela.edu**

Request Header Details

*Trip Type : **1-In-State**
 *Traveler Type : **Faculty**
 *If Faculty, is class covered? : **Yes**
 *Personal Dates of Travel : **NA**
 *Business Unit : **LA-LACMP (LACMP - Cal State University, L.A.)**
 *Fund : **LA-LACMP-SF001 (SF001 - Campus Operating Fund)**
 *Department : **LA-LACMP-SF001-500000 (500000 - VPA/CFO)**

Close **Print** **Save as PDF** **Email**

MEALS & INCIDENTALS PER DIEM

Concur Expense Report: Step-by-Step Guide

MEAL & INCIDENTALS PER DIEM EXPENSE REPORT

Demo M&IE Per Diem \$724.00

Not Submitted | [Report Number: NS8FPF](#)

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾

Expenses View: ▾ [Manage Travel Allowance](#)

1. Click **Travel Allowance > Manage Travel Allowance**.

Travel Allowances For Report: Demo M&IE Per Diem

[Create New Itinerary](#) [Available Itineraries](#) [Expenses & Adjustments](#) [Reimbursable Allowances Summary](#)

Itinerary Info

Itinerary Name Selection

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

No Itinerary Rows Found

2. Click **Create New Itinerary** (or **Import Itinerary** if booked travel in Concur).

MEAL & INCIDENTALS PER DIEM (CONT.)

EXPENSE REPORT

3. Enter your travel stop details.

1

Edit Itinerary Stop

Departure City
Los Angeles, California

Date: 10/07/2024 Time: 12:00 PM

Arrival City
Taipei, TAIWAN

Date: 10/08/2024 Time: 05:00 AM

2

Edit Itinerary Stop

Departure City
Taipei, TAIWAN

Date: 10/11/2024 Time: 10:00 AM

Arrival City
Los Angeles, California

Date: 10/11/2024 Time: 07:00 AM

3

Itinerary Info

Itinerary Name: Test International Trip Selection: Per Diem (Travel post 12.31.23)

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

<input type="checkbox"/>	Departure City↑	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Los Angeles, California 10/07/2024 12:00 PM	Taipei, TAIWAN 10/08/2024 05:00 AM	TAIPEI, TAIWAN
<input type="checkbox"/>	Taipei, TAIWAN 10/11/2024 10:00 AM	Los Angeles, California 10/11/2024 07:00 AM	LOS ANGELES COUNTY, US-CA, US

MEAL & INCIDENTALS PER DIEM (CONT.)

EXPENSE REPORT

Travel Allowances For Report: Test International Trip

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time↑	Arrival City	Date and Time	Arrival Rate Location
⊖ Itinerary: Test International Trip				
Los Angeles, California	10/07/2024 12:00 PM	Taipei, TAIWAN	10/08/2024 05:00 AM	TAIPEI, TAIWAN
Taipei, TAIWAN	10/11/2024 10:00 AM	Los Angeles, California	10/11/2024 07:00 AM	LOS ANGELES COUNTY, US-CA, US

4. Click on the Assigned Itinerary to highlight it then click "Next" at the bottom of the page.

MEAL & INCIDENTALS PER DIEM (CONT.)

EXPENSE REPORT

Travel Allowances For Report: Test International Trip

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location [†]	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/07/2024 Taipei, TAIWAN	\$81.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$81.00
<input type="checkbox"/>	10/08/2024 Taipei, TAIWAN	\$108.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$65.00
<input type="checkbox"/>	10/09/2024 Taipei, TAIWAN	\$108.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$81.00
<input type="checkbox"/>	10/10/2024 Taipei, TAIWAN	\$108.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$92.00
<input type="checkbox"/>	10/11/2024 Taipei, TAIWAN	\$81.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$81.00

- Make sure to exclude any Personal Days taken.
 - Check “Exclude All” if travel is more than 30 days and the budgeted travel allowance is less than the per diem.

5. Mark any specific meals that were provided on your trip which will automatically be deducted.

MEAL & INCIDENTALS PER DIEM (CONT.)

EXPENSE REPORT

Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↕	Requested↓↑	
Out of Pocket	Meals & Incidentals - Location Based	Taipei, TAIWAN	10/11/2024	\$81.00	...
Out of Pocket	Meals & Incidentals - Location Based	Taipei, TAIWAN	10/10/2024	\$92.00	...
Out of Pocket	Meals & Incidentals - Location Based	Taipei, TAIWAN	10/09/2024	\$81.00	...
Out of Pocket	Meals & Incidentals - Location Based	Taipei, TAIWAN	10/08/2024	\$65.00	...
Out of Pocket	Meals & Incidentals - Location Based	Taipei, TAIWAN	10/07/2024	\$81.00	...
				\$400.00	

- Meal Expenses will then automatically be added to the expense report



QUESTIONS?