## 7. LOCATION-BASED PER DIEM FOR M&IE



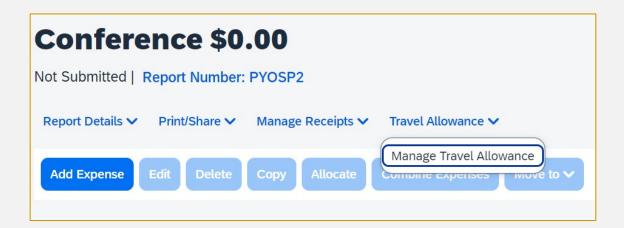


Concur automatically calculates your total **expected expenses** for M&IE based on location and dates of travel.

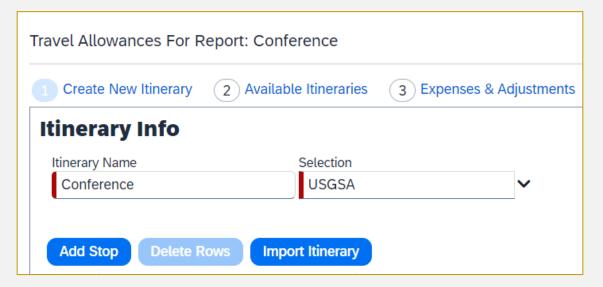
Home / Requests / Manage Requests / Faculty Conference / New Expense: 04a. Meal	& Incidentals Per Diem				
New Expense:04a. Meal & Incidentals Per Diem					
₫ Allocate					
				* Required field	
Travel Start Date	Travel End Date		Destination		
11/13/2023	11/15/2023		Santa Barbara, California	× <b>~</b>	
Reduction for Meals Provided/Personal Days * ?					
0					
Amount - Will automatically calculate when you hit save.	Currency *				
	US, Dollar (USD)	~			
Comments To/From Approvers/Processors				0/2000	
				//	
Save Cancel					







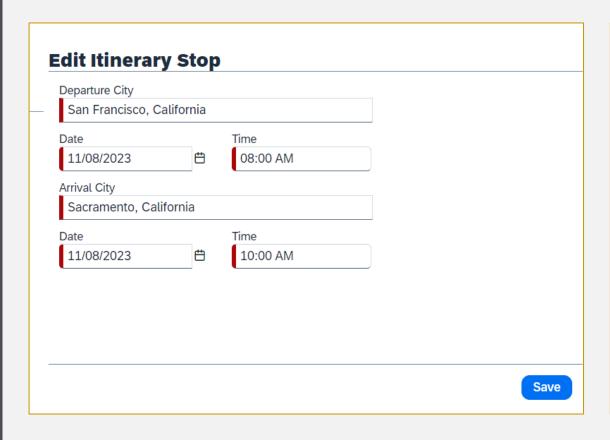
1. Click Travel Allowance > Manage Travel Allowance.

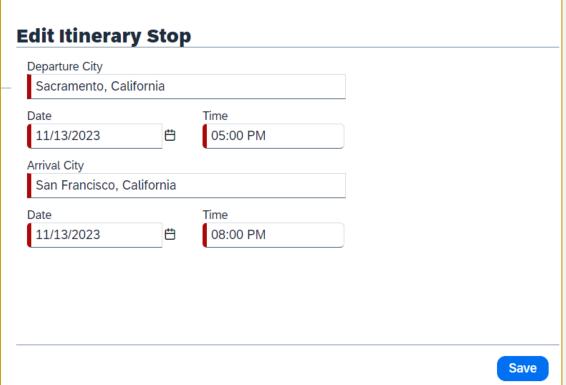


2. Click **Create New Itinerary** (or **Import Itinerary** if booked travel in Concur).

## EXPENSE REPORT: MEALS & INCIDENTALS LOCATION-BASED PER DIEM

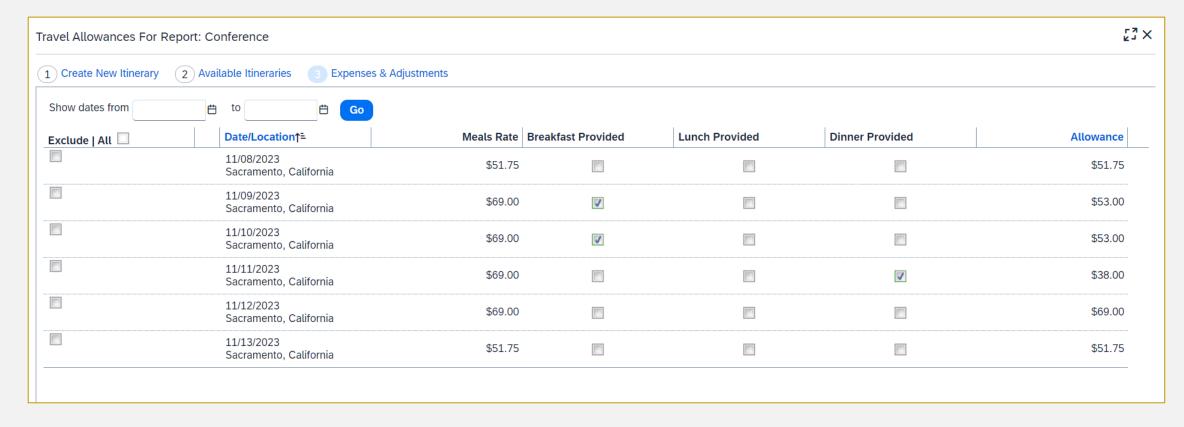
3. Enter your travel stop details (departure to arrival).





## EXPENSE REPORT: MEALS & INCIDENTALS LOCATION-BASED PER DIEM

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



## EXPENSE REPORT: MEALS & INCIDENTALS LOCATION-BASED PER DIEM

5. Meal Expenses will then automatically be added to the expense report.

Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓ <del>፣</del>	Requested↓↑
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/13/2023	\$51.75
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/12/2023	\$69.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/11/2023	\$38.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/10/2023	\$53.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/09/2023	\$53.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/08/2023	\$51.75
				\$316.50