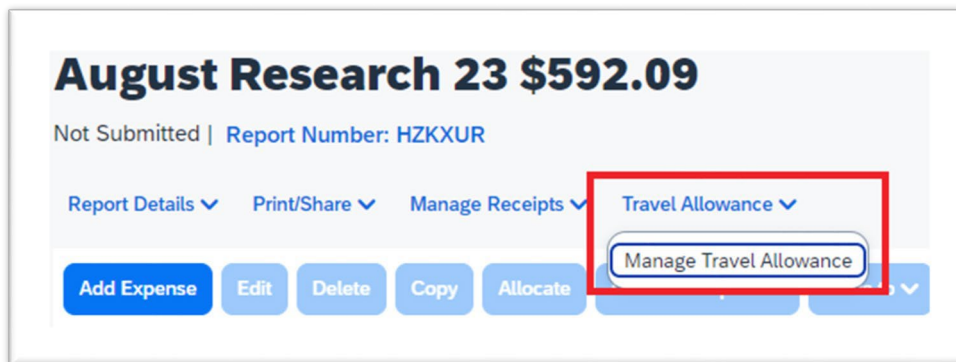# How to account for meal per diem from a trip

You will have to record expenditures for daily meals from your trip. For lengthy trips, see **Final note**.*

*Screenshots are provided to use as visual guides for certain steps.*

1. Open the expense report to add per diem meal expenses.
2. Click on the blue **Travel Allowance** text then click on **Manage Travel Allowance**

3. You will be brought to a window that shows **two** types of itineraries:
   a. An itinerary (if any) associated with the current expense report. (Assigned Itineraries)
   b. Previously created itineraries that could be associated with the report. (Available Itineraries)
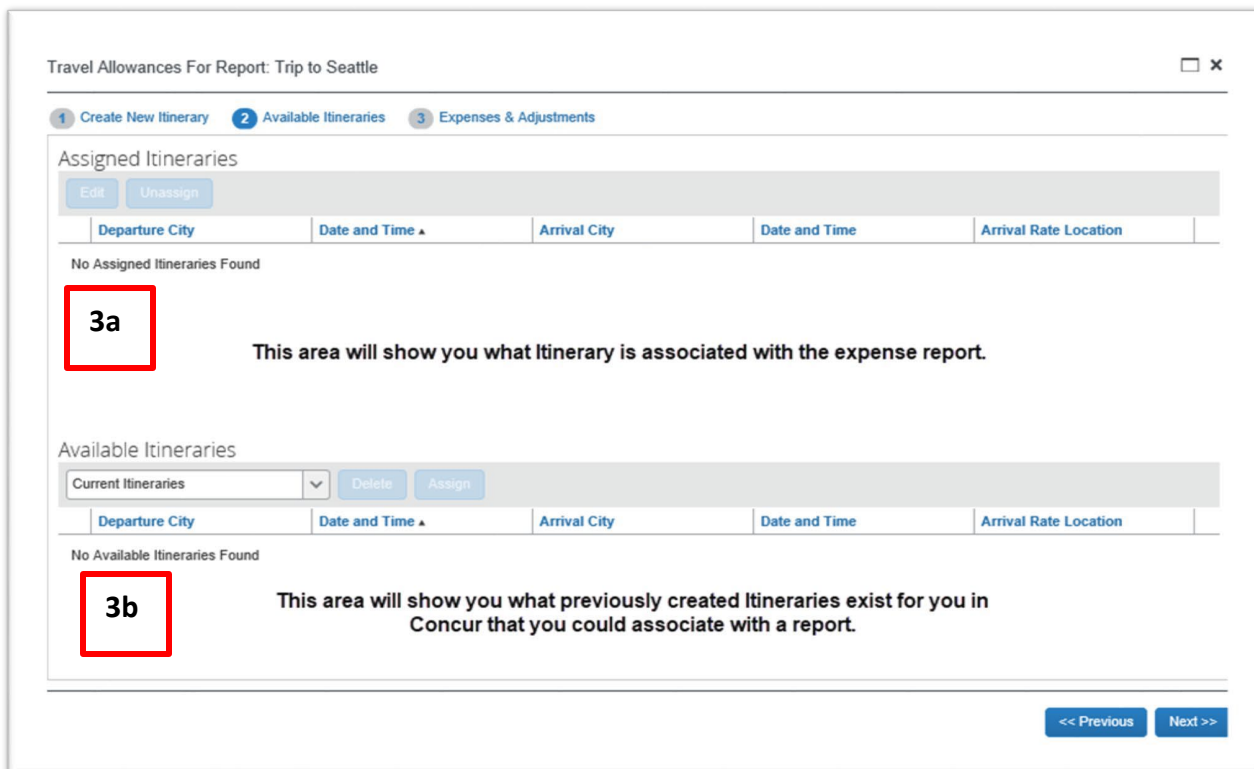
4. To create a new itinerary, click the blue **Create New Itinerary** text in the upper left corner.
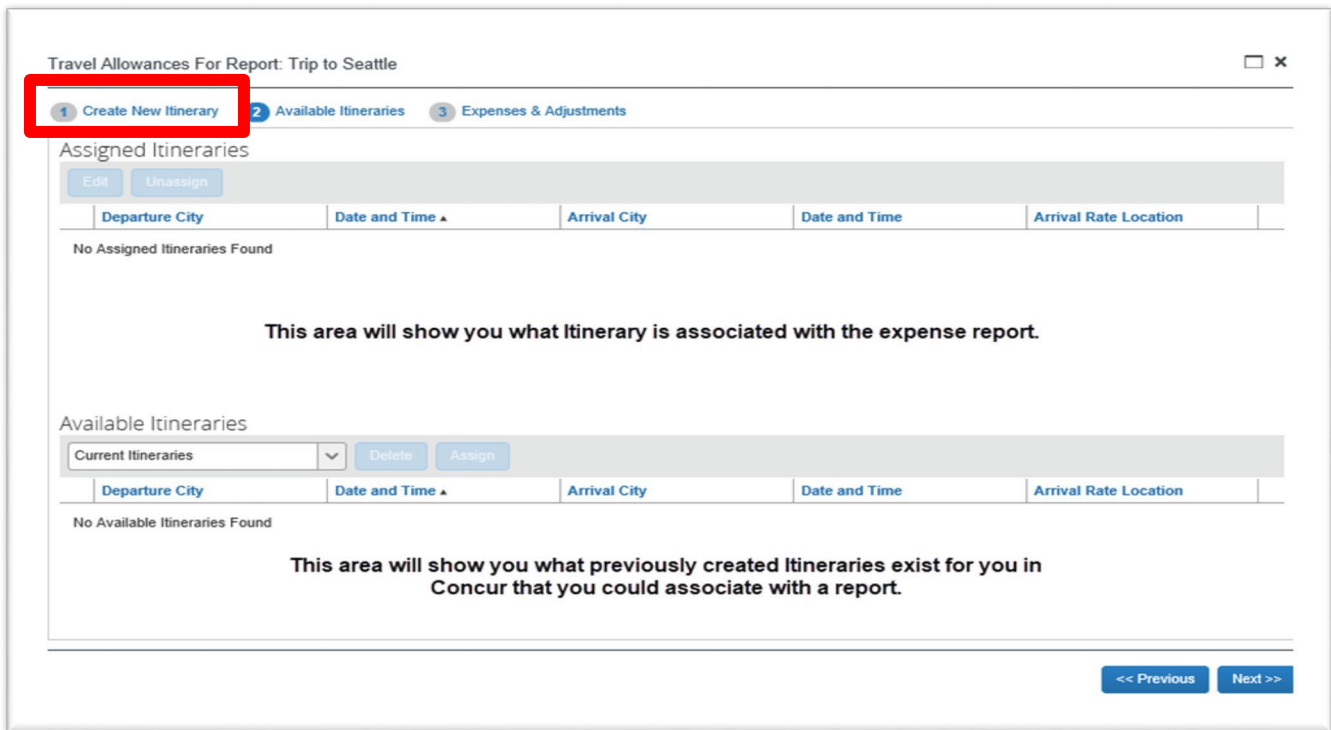
5. You will now see the area where you can create the new itinerary.
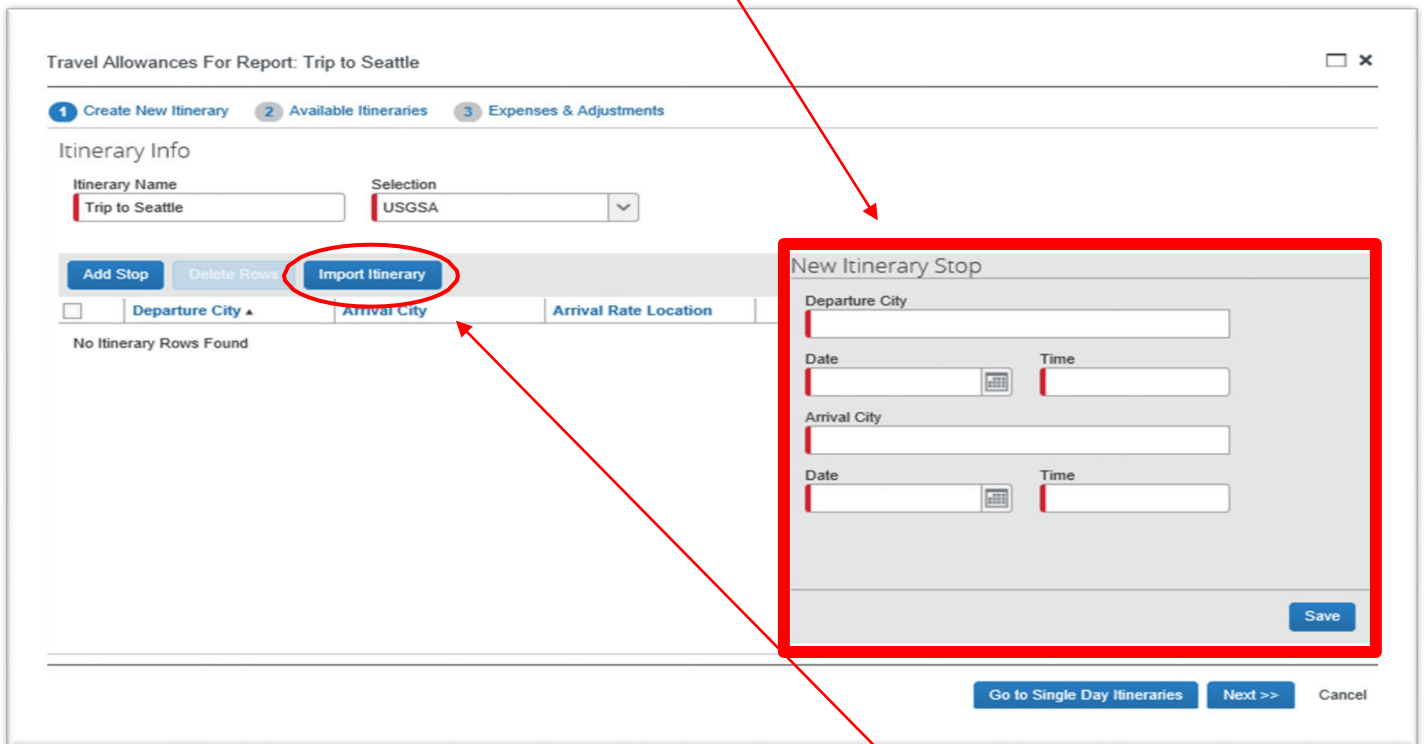
TIP: *If you booked your travel through Concur, you will be able to click the blue **Import Itinerary** button and you should see your Airfare itinerary that you can use to help you create this itinerary. If you did not book through Concur, or with the designated UMD Travel Agency, you will need to manually enter the itinerary.*

6. Under the gray **New Itinerary Stop** section, enter the *outbound* information.
   a. **Departure City**
   b. **Date** – The day you leave
   c. **Time** – This is when you leave the house/office, not when the plane departs
   d. **Arrival City**
   e. **Date** – Auto populated based off the Departure Date
   f. **Time** – Time you arrived at the hotel/lodging
   g. Click **Save** at the bottom-right of the gray section

7. The departure information is now shown on the left-hand side. The *return* information will now be input into the gray section.
   a. **Departure City**
   b. **Date** – The day you leave
   c. **Time** – This is when you leave the hotel/conference, not when the plane departs
   d. **Arrival City**
   e. **Date** – Auto populated based off the Departure Date
   f. **Time** – Time you arrive home
   g. Click **Save** at the bottom-right of the gray section

8. The outbound and return information is now shown in two rows on the left side of the screen. Click **Next** at the bottom-right. If you have additional legs of the trip, continue entering them under the **New Itinerary Stop** section.

9. You will be brought back to the itinerary screen and you'll notice the newly created itinerary showing in the **Assigned Itineraries** section.
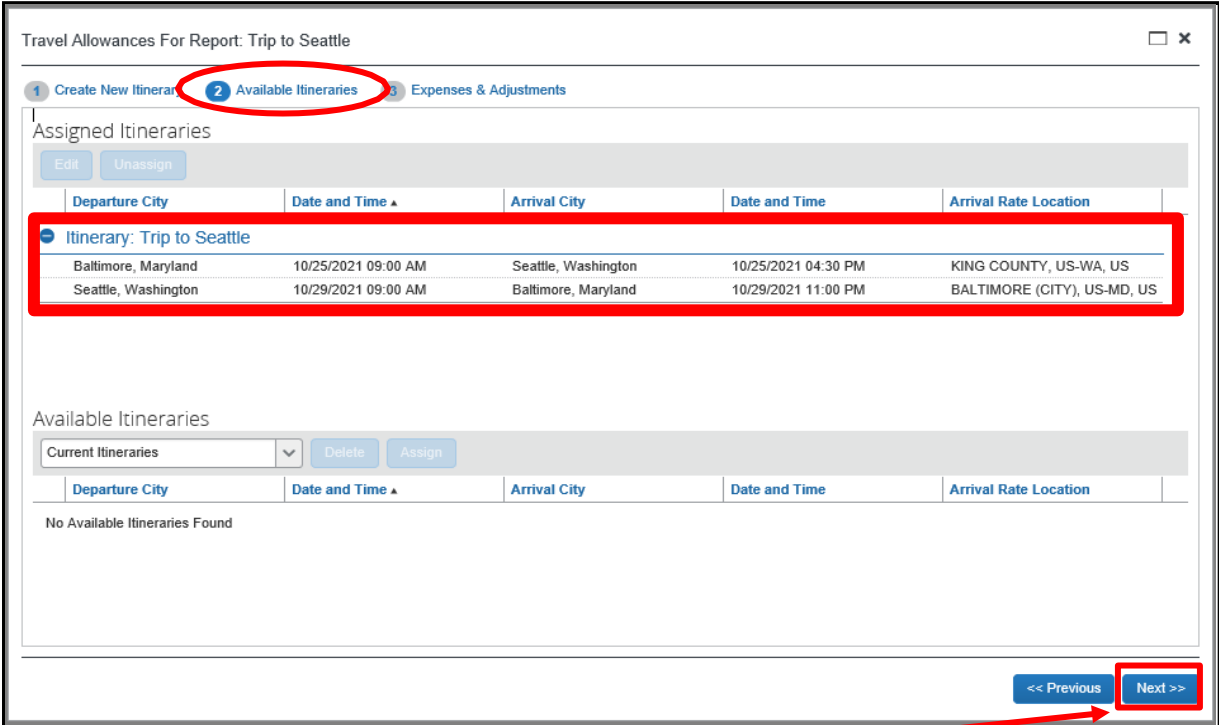
10. If everything looks good, click **Next** at the bottom-right.

11. You should now be on the **Expenses & Adjustments** screen where you will mark off which meals were provided during the trip. The system automatically calculates the departure and return days at 75% of allowance. All other travel days are at the full day rate (100%).
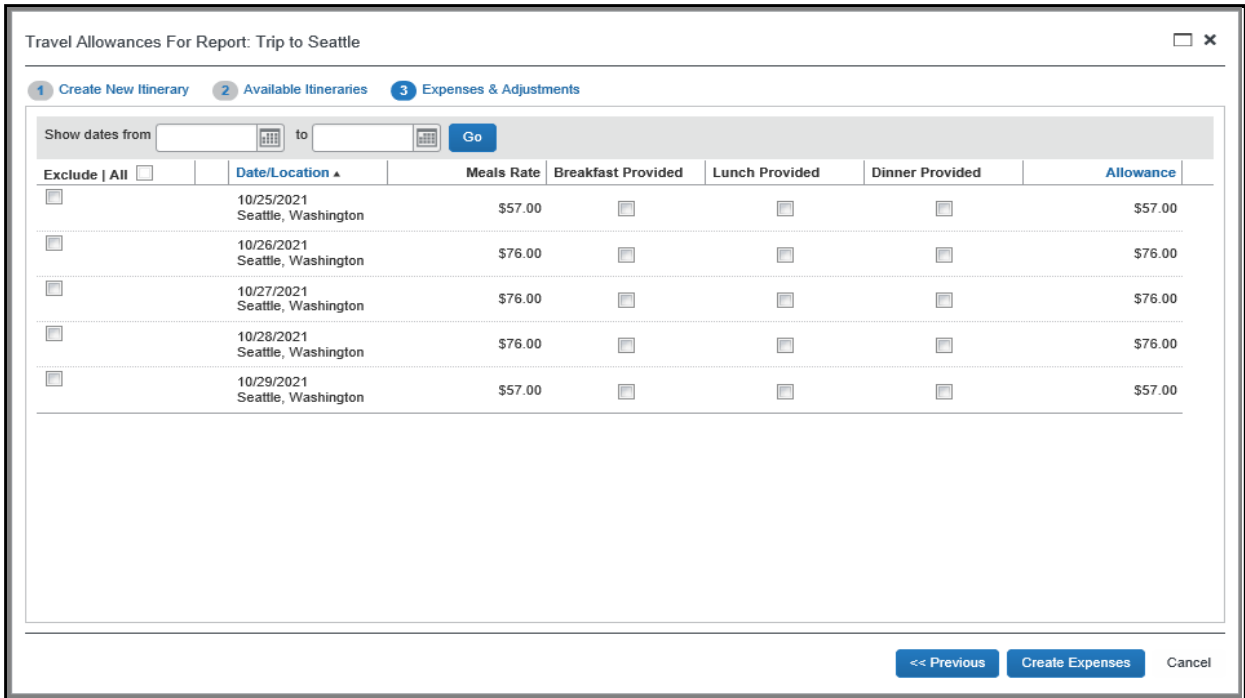
12. As you check the boxes to identify which meals were provided, the **Allowance** column will be automatically adjusted to deduct from the meals allowance being reimbursed.

13. Once you check off all the meals provided to you, click **Create Expenses** to add the Meals Per Diem to your expense report.

- This will add multiple lines to your expense report for Daily Meals Per Diem according to the number of days in the trip.

*Final note: For lengthy trips of longer than several weeks, users should submit more frequent/periodic reports, while still associating the single itinerary with each report. Concur will generate entries for each day. It will not do a lump sum.