Job Aid: Individual meals paid with Tcard

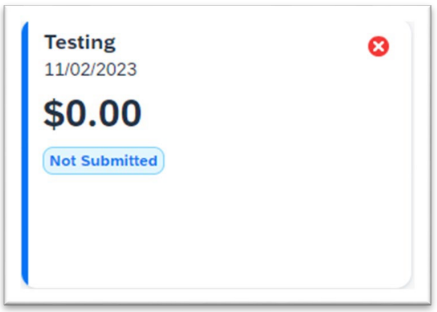
SAP Concur

Meals paid with Tcard, including room service

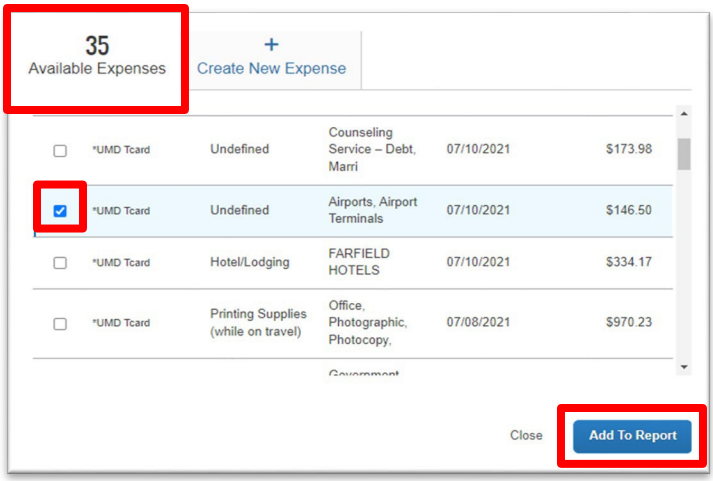
If you purchase individual meals or room service with your Tcard, you must follow this job aid *together with* adding per diem to your expense report. Room Service directions are on page 2.

Individual Meals

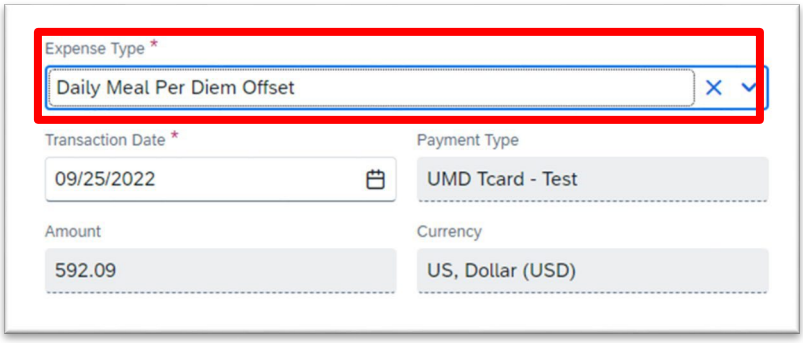
1. Open your expense report by clicking **Expense** at the top of the page. Then click on the tile for the expense report you are working on.



2. Click **Add Expense.**
   a. Under the **Available Expenses** tab, choose the Tcard charge for the meal.
   b. Click on the checkbox for the correct charge.
   c. Click **Add to Report.**

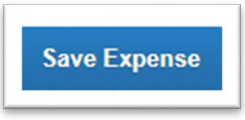


3. Make sure the **Expense Type** is **Daily Meal Per Diem Offset.**



4. Attach an *itemized* receipt for each of these expenses on your expense report. Itemized receipts are required for all meals paid via Tcard.

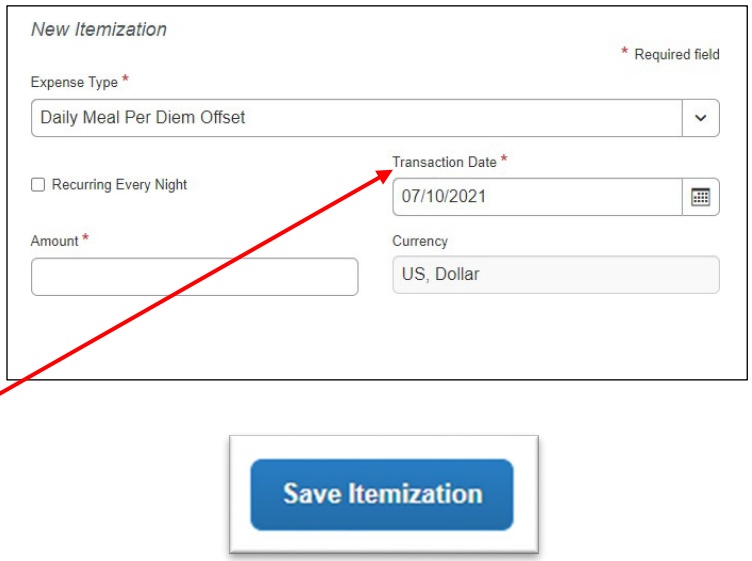
5. Click **Save Expense** at the top-right or bottom-left.



Room Service

For room service expenses, you have to itemize the meals in your **Hotel/Lodging** expense.

Please refer to the **Hotel Itemization** job aid to add itemizations to your hotel/lodging expense.

After creating the **Daily Meal Per Diem Offset** itemization:

- Make sure the **Transaction Date** is set to the check-out date.
- Fill in **Amount** field with the total cost for your room service meals.
- Click **Save Itemization** at the top-right or bottom-left.