

Creating a Meal Itinerary in Concur

Meal reimbursement is done by per diem calculation according to state policy. A trip itinerary must be entered in the Concur report to create the meal per diem expenses.

- » Before entering any itinerary information, use the Selection drop-down menu to choose the appropriate meal rule.
- » If a flight was booked through Concur, click the Import Itinerary button. Select the appropriate flight and confirm the itinerary.
- » To manually enter the itinerary, input the New Itinerary Stop information on the right side of the screen for the departure day. Any field with a red sidebar is required. Click save.
- » Then, enter the information for the return travel date on the right side of the screen. Click save.
- » Once the complete itinerary has been entered, click next.
- » Review the information to verify the accuracy, then click next.
- » If any meals were provided by the conference, hotel, etc., click the appropriate box to deduct the per diem for the meal.
- » Click Create Expenses.