

Concur Out-of-State Meal Change

There is now an option whereby an out-of-state traveler can claim meals for each day on one expense line per day in Concur instead of having to claim breakfast, lunch, and dinner as separate expense lines. The new expense type is labeled, "Meals-Daily". **Please note: a traveler cannot use expense types Breakfast, Lunch, and Dinner along with Meals-Daily on the same report.** The following are instructions on how to utilize the new Meals-Daily capability.

Expense Type: meals

Recently Used Expense Types

- Car Mileage-Local
- Per Diem-In State (two or more nights) \$100.00/day
- Dinner

All Expense Types

- 03. Individual Meals
 - Individual Meals (International Only)
 - Meals-Daily
- 04. Meals & Entertainment
 - Guest Meals
 - Group Meals/Entertainment

On the expense tab in your report search for "meals" and select "Meals-Daily".

Expense Type: Meals-Daily

Transaction Date: 01/30/2017

Amount: 72.99 USD

Key in Transaction Date and total \$ amount of your daily meals (breakfast, lunch, and dinner combined). Then click Save.

	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	02/01/2017	Hotel Hilton Hotels, Dallas, Texas	\$900.00	\$900.00
<input type="checkbox"/>	02/01/2017	Agenda/At-A-Glance	\$0.00	\$0.00
<input type="checkbox"/>	02/01/2017	Airfare Delta Air Lines, Mobile, Alabama	\$600.00	\$600.00
<input type="checkbox"/>	01/31/2017	Meals-Daily	\$45.79	\$45.79
<input type="checkbox"/>	01/30/2017	Meals-Daily	\$72.99	\$55.00

Concur will compare the Amount entered to the maximum \$55 allowable and if over Concur will automatically adjust and place **\$55 in the requested column**. If under Concur will place the **actuals in the requested column**.