

Actual Meal Costs


Actual Meal Cost (Claiming Per Diem) is classified as an expense for meals while in travel status where the expense will be deducted from what is being earned in per diem. When using a Travel Card for these expenses, please be aware of what the per diem rate for the travel location is and be cautious of per diem deductions for meals provided by the sponsoring organization. If **Actual Meal Cost (Claiming Per Diem)** exceeds what was earned in per diem, the remaining amount will be deducted from other Cash/Out of Pocket expenses and then deducted from a traveler's paycheck, if necessary. **Actual Meal Cost (Not Claiming Per Diem)** is classified as an expense being claimed in lieu of per diem. This expense type is most often used for travel objective funded by a Grant that does not allow for per diem expenses but rather actual and necessary expenses while in travel status. Please use this guide to appropriately expense **Actual Meal Costs**.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

Travel Card Charges

4. To expense a Travel Card charge, select **Add Expense**.



Alerts	Receipt	Payment Type	Expense Type	Vendor Details
<input type="checkbox"/>		Travel Card	Food/Beverage - Business Meal < 10 Attendees Attendees (4)	PANERA BREAD #202812 O Tulsa, Oklahoma
<input type="checkbox"/>		Travel Card	Food/Beverage - Business Meal 10+ Attendees Attendees (25)	JIMMY JOHNS - 1524 - MOTO Tulsa, Oklahoma

5. The available card charges will appear under the **Available Expense** tab in the pop-up window.
6. Click the **box** to the left of the transaction(s) and click **Add To Report** to pull the charge over to the expense report.

Actual Meal Costs

Add Expense ×

6 Available Expenses + Create New Expense

<input type="checkbox"/>	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Amount ↑↓
<input checked="" type="checkbox"/>	Travel Card	Food/Beverage - Light Items 10+ Attendees	WM SUPERCENTER #2804 Oklahoma City, Oklahoma	11/19/2021	\$141.89
<input checked="" type="checkbox"/>	Travel Card	Undefined	FUZZYS TACO SHOP - BRICKT Oklahoma City, Oklahoma	11/19/2021	\$205.00
<input type="checkbox"/>	Travel Card	Airfare	SOUTHWES 5261453735217	11/18/2021	\$402.97
<input type="checkbox"/>	Travel Card	Airfare	SOUTHWES 5261453735190	11/18/2021	\$402.97

Close Add To Report

7. Click on the transaction.
8. If the transaction does not default to the correct expense type, select the expense and then use the drop-down menu under **Expense Type** to select **Actual Meal Cost (Claiming Per Diem or Not Claiming Per Diem)**.
9. Ensure that the **Trip Type**, **Traveler Type**, **Report/Trip Purpose** and **Event Name/Nature of Business** fields all fill down appropriately from the report header as these are required entries.
10. Additional information may also be entered in the available fields.

Cash/Out of Pocket Charges

11. To expense a Cash/Out of Pocket charge, select **Add Expense**.

Actual Meal Costs

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal < 10 Attendees Attendees (4)	PANERA BREAD #202812 O Tulsa, Oklahoma
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal 10+ Attendees Attendees (25)	JIMMY JOHNS - 1524 - MOTO Tulsa, Oklahoma

12. Select the **+ Create New Expense** tab in the pop-up window.

Add Expense

2 Available Expenses | **+ Create New Expense**

Search for an expense type

^ 01. Travel & Transportation Expenses

- Agency Booking Fee
- Airfare
- Airline Fees
- Expense Reduction
- Local Transportation
- Lodging
- Lodging - Advance Deposit
- Lodging - Group
- Lodging - Non Employee

13. Either type in **Actual Meal Cost (Not Claiming Per Diem)** in the **Expense Type** search bar scroll through the list of expense types and select **Actual Meal Cost (Not Claiming Per Diem)**.
14. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
15. Change the **Payment Type** to **Cash/Out of Pocket**.
16. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

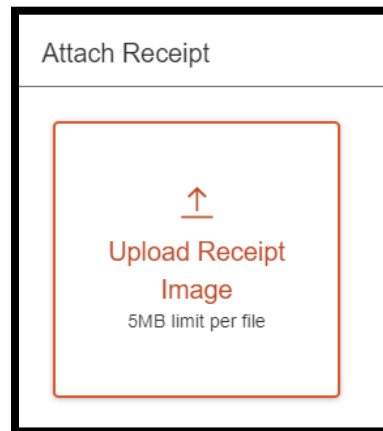
Actual Meal Costs

Receipts

- Charges for **Actual Meal Cost (Claiming Per Diem or Not Claiming Per Diem)** over \$25 will require a receipt. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting **Attach Receipt Image** to the right of the expense. Note that if the receipt field is not present, click on the **Show Receipt** hyperlink at the top right of the screen.



- A pop-up box will appear and you can click **Upload Receipt Image** to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available to select.



- Click on the correct **receipt** and click **Attach**.
- The receipt image will appear to the right of the screen. Click **Save Expense** at the top right or bottom left of the screen.