



UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Concur Overnight Travel Allowance (M&IE) Manual

Procurement Card and Travel Services

650 Clinic Drive Suite 1400 | Mobile, Alabama | 36688 | 251.460.6242
pcardandtravelsvcs@southalabama.edu

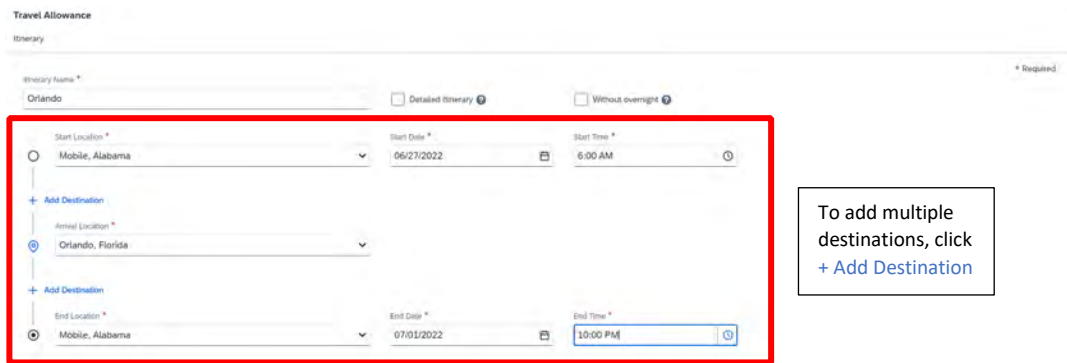
Ready. South. **Go.**

Definition: Travel Allowance includes an allowance for meals and incidental expenses (M&IE). Incidental expenses (IE) include fees and tips given to porters, baggage carriers, hotel staff and staff on ships.

1. On your travel report click **Travel Allowance – Add Travel Allowance**.



2. Enter your Itinerary filling in all required fields as indicated by the red asterisks and click Next.



Next Adjust your travel allowance **Next**

3. After you click Next you will see your meal allowances detailed by day. Click Finish. *Please note if any meals, breakfast, lunch, or dinner are provided to you by another party see notes on the next page.*

Travel Allowance Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: Adjustments Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount
All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 06/27/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
Tue, 06/28/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
Wed, 06/29/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
Thu, 06/30/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
Fri, 07/01/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
Total:						\$310.50

Back **Finish**

Lodging is not being used. This column is inactive but still shows.

Notes: If any meals, breakfast, lunch, or dinner are provided to you by another party please check the applicable box to deduct the provided meal(s) from your travel meal allowance. Then click Finish.

Accounting for provided meals:

Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: Adjustments Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount
All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 06/27/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
Tue, 06/28/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$52.00
Wed, 06/29/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
Thu, 06/30/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
Fri, 07/01/2022 Orlando, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
Total:						\$277.50

Back Finish

4. Your Allowances will be added to your report.

Orlando \$277.50 Delete Report Copy Report Submit Report

Not Submitted | Report Number: UHX30N

REQUEST
Approved
\$4,120.00

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expense Move

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Test - Cash/Personal Card	Daily Allowance	Orlando, Florida	07/01/2022	\$48.00
<input type="checkbox"/>	Test - Cash/Personal Card	Daily Allowance (Incidentals)	Orlando, Florida	07/01/2022	\$3.75
<input type="checkbox"/>	Test - Cash/Personal Card	Daily Allowance	Orlando, Florida	06/30/2022	\$48.00
<input type="checkbox"/>	Test - Cash/Personal Card	Daily Allowance (Incidentals)	Orlando, Florida	06/30/2022	\$5.00
<input type="checkbox"/>	Test - Cash/Personal Card	Daily Allowance (Incidentals)	Orlando, Florida	06/29/2022	\$5.00
<input type="checkbox"/>	Test - Cash/Personal Card	Daily Allowance	Orlando, Florida	06/29/2022	\$64.00
<input type="checkbox"/>	Test - Cash/Personal Card	Daily Allowance	Orlando, Florida	06/28/2022	\$47.00
<input type="checkbox"/>	Test - Cash/Personal Card	Daily Allowance (Incidentals)	Orlando, Florida	06/28/2022	\$5.00
					\$277.50

The first and last day of any trip is reimbursed 75% for applicable allowance. (\$64x75%= \$48; \$5x75% = \$3.75)

Your travel allowances are itemized by Meals and Incidentals Expenses. The Incidental portion is to cover fees and tips given to porters, baggage carriers, hotel staff and staff on ships.

4. Proceed with adding your other expenses for this trip by using the Add Expense button.