



UNIVERSITY OF
SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST®

**Concur
Meal Allowance Partial Day
Instructions**

Procurement Card and Travel Services

<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>
650 Clinic Drive, Suite 1400
Mobile, Alabama 36688
251.460.6242

There are two meal allowance categories for day trips outside of your base area.

1. Meal allowance for day trips outside of your base area lasting 6-12 hours is actuals up to \$20
2. Meal allowance for day trips outside of your base area lasting greater than 12 hours but not overnight follow the 75% rule for GSA. The meal allowance will be 75% of total per diem for that day determined by travel destination.

How to claim a meal allowance for a day trip lasting 6-12 hours:

To claim a meal allowance for day trips outside of base area lasting 6-12 hours click Add Expense and select “Meal Allowance 6-12hrs” as the expense type, enter the date, departure and arrival times, then enter either your actuals or \$20 and click Save Expense.

Details Itemizations

Allocate

Expense Type *
Meal Allowance 6-12hrs

Transaction Date *
09/25/2024

Departure Time
08:00am

Arrival Time
03:00pm

Trip Type *
Out-of-State

Amount *
20.00

Currency *
US, Dollar (USD)

Comment
0900

After you have entered your meal allowance click Add Expense to add any additional reimburse for this trip such as mileage, agenda, etc.

How to claim a meal allowance for a day trip lasting greater than 12 hours:

On your travel report click **Travel Allowance – Add Travel Allowance – Complete all required fields for your itinerary – click Next and Finish.**

12 Hour Example

6-12 hr Day Trip \$20.00

Not Submitted | Report Number: Y288D

Report Details | Print Report | Manage Receipts | Travel Allowance

Add Expense | **Next** | **Cancel** | **Copy** | **Refresh** | **Add Travel Allowance**

Travel Allowance

Itinerary

Origin *
Montgomery

Destination *
Mobile, Alabama

Start Date *
09/22/2024

Start Time *
8:00 AM

End Date *
09/22/2024

End Time *
7:00 PM

Next

Travel Allowance

Adjustments

Day/Location

Day/Location	Includes Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount
09/22/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$44.25
Total:						\$44.25

Next