

Single-Day Travel Allowance (Per Diem)

*Single day travel meals are considered taxable to employees by the IRS. Expense Type **E714 – Taxable Meals – Day Travel** MUST be used for single day meal reimbursements. Concur’s per diem function (Travel Allowance) can only record expenses to **E721 – Per Diem Meals** so you must use the steps outlined below to compute and record single-day per diem reimbursements.

The 75% first/last day policy **does not** apply to Taxable Meals for Day Travel.

1. Create a **New Report** as you would a multiple day trip. The **Report/Trip Business Start and End Dates** should be the same.
2. Click **No, I do not want to claim Travel Allowance > Create Report**. This is usually the default.

3. Click **Add Expense > Create New Expense > E714-Taxable Meals – Day Travel**
4. Enter the **M&IE Total** (Total of the meals you wish to claim. I.E. Breakfast, Lunch or Dinner) amount (Found at GSA Website): <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidentals Expenses	First & Last Day of Travel
Detroit	Wayne	\$56	\$13	\$15	\$23	\$5	\$42.00

5. Complete all required fields (Red Asterisk) – No receipt is necessary. Select **Save Expense**.

Details Itemizations Hide Receipt

Allocate

* Required field

Expense Type *
E714 - Taxable Meals - Day Travel

Transaction Date *
01/01/2023

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Amount *
26.00

Currency *
US, Dollar

Index
(A11850) A11850 Financial Sv...

Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

6. Complete expense report as applicable and **submit**. To see how to claim Personal Car Mileage, see Concur Training Guide page 37.