

Non-Employee* CONCUR Meal Per Diem Guide

(*guests)

Adding Meals & Incidentals

(for travel beginning 1/1/2024 or later)

REQUEST:

- Guests do not need a Request
- *Students expenses can be added to the employee Request and Expense Report or will use the Preauthorization 1A paper form if traveling without an employee. The process for adding student meals (Team/Group Meals) is on a separate guide.*

EXPENSE REPORT: Non-Employees (guests and students) will use a Flat-Rate Per Diem of up to \$59.00 per day and \$44.25 for FIRST/LAST DAY meal expenses. First/Last day applies even if trip is only 2 days.

GUEST PROCESS:

A. When the guest/candidate is OWED reimbursement you will need to create an Expense Report for the guest using the Non-employee policy. Guest Expense Guide is available [here](#)

1. After creating the Expense Report Header and SAVING, click **ADD EXPENSE**

The screenshot shows the SAP Concur interface for an expense report. At the top, it says 'SAP Concur' with a logo and 'Expense' with a dropdown arrow. Below this is a navigation bar with 'Manage Expenses', 'Card Transactions', 'Cash Advances', and 'Process Reports'. The main content area shows the breadcrumb 'Home / Expense / Manage Expenses / Candidate-Peng(TEST)'. The title is 'Candidate-Peng(TEST) \$0.00'. Below the title, it says 'Not Submitted' and 'Report Number: PF76OV'. There are four buttons: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. Below these are seven buttons: 'Add Expense' (highlighted with a yellow border), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to' with a dropdown arrow.

2. Use New Expense Types under 11. Meals Employee Recruitment.

Add Expense

0
Available Expenses

+
Create New Expense

Search for an expense type

- Ground Transportation Employee Recruitment
- Hotel/Lodging Employee Recruitment
- Hotel/Lodging Tax Employee Recruitment
- Incidentals Employee Recruitment
- Meals Employee Recruitment
- Meals Employee Recruitment - First/Last Day

4. Add Meals & Incidentals – Flat Rate First/Last Day is 75% of the \$59.00 flat rate per diem. It will be \$44.25

4b. Meals -Domestic (Travel prior to 1.1.24) should only be used for guests who traveled in 2023 or earlier.

5. The example below shows the expenses added PER DAY. First/Last day \$44.25 and Full day \$59.00.

Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
Out of Pocket	Meals Employee Recruitment - First/Last Day	San Luis Obispo, California	01/12/2024	\$44.25
Out of Pocket	Meals Employee Recruitment	San Luis Obispo, California	01/11/2024	\$59.00
Out of Pocket	Meals Employee Recruitment - First/Last Day	San Luis Obispo, California	01/10/2024	\$44.25

6. If any meals were hosted and paid by the University, those meal amounts would need to be deducted from the daily per diem.

Example: A faculty member hosted lunch and dinner on the 2nd day for the guest (and paid with their Concur card so they will expense as Hospitality on their own Expense

M&IE Breakdown

M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25

Report). Use the chart above or on the [GSA website](#) to reduce the per diem for that day.

\$59 – 15- 26 = \$18 per diem total for the breakfast and incidental. It would be added on the expense report with comments:

←
→

Meals Employee Recruitment \$59.00

01/11/2024

Details

Itemizations

Allocate *

Expense Type *

Meals Employee Recruitment

Transaction Date *

City of Purchase *

01/11/2024 📅

San Luis Obispo, California

Payment Type *

Out of Pocket ▼

Amount *

Currency *

18.00

US, Dollar (USD)

Comments To/From Approvers/Processors

Lunch and Dinner hosted by faculty

7. The example below shows the expenses reduced on the Full Day for lunch and dinner provided.

Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
Out of Pocket	Meals Employee Recruitment - First/Last Day	San Luis Obispo, California	01/12/2024	\$44.25
Out of Pocket	Meals Employee Recruitment	San Luis Obispo, California	01/11/2024	\$18.00
Out of Pocket	Meals Employee Recruitment - First/Last Day	San Luis Obispo, California	01/10/2024	\$44.25

8. Guests can be paid up to the per diem limits for their visits but departments are not required to pay per diems. It is up to each individual department and their budgets.

9. Hospitality Meals must follow the [Hospitality Policy](#) - meals and light refreshment (limited to no more than 12 times per year, per group) provided in the course of an event may not exceed the maximum per person rate for breakfast (\$30), lunch (\$60), and dinner (\$90). These rates are all inclusive of beverages, labor, sales tax, gratuity, delivery fees, and other service fees.