

New Meals Expense Entry on Expense Reports (Policy change as of 1/1/2024)

Step 1: Select **Travel Allowance**, then click **Manage Travel Allowance**.

Test travel \$0.00

Not Submitted | Report Number: QEIWQ2

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Add Expense Edit Delete Copy Allocate Co

Manage Travel Allowance

Step 2: Select **Create New Itinerary**.

Travel Allowances For Report: Test travel

- 1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name

Test travel

Selection

USGSA

Add Stop

Delete Rows

Import Itinerary

Departure City ▲

Arrival City

No Itinerary Rows Found

Step 3: Input Departure City, Date, and Time of where you are departing from. For arrivals, input destination city, date, and time that you will arrive at the destination. Then click **Save**.

Note: If you have personal dates part of the travel, please only input the business portion of the trip for the start and end dates.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Test travel Selection: USGSA

Buttons: Add Stop, Delete Rows, Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City: Fullerton, California

Date: 04/22/2025 Time: 10:00 AM

Arrival City: Seattle, Washington

Date: 04/22/2025 Time: 1:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

Step 4: You will then see an itinerary line added to the left. Confirm that the arrival rate location is your destination city. You will also see the Departure City and Arrival City on the right will automatically be filled in for you for the trip back. Please fill in the date and time for when you will be coming back to Los Angeles. Then, click **Save**.

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Test travel Selection: USGSA

Buttons: Add Stop, Delete Rows, Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Fullerton, California 04/22/2025 10:00 AM	Seattle, Washington 04/22/2025 01:00 PM	KING COUNTY, US-WA, US

New Itinerary Stop

Departure City: Seattle, Washington

Date: 04/30/2025 Time: 3:00 PM

Arrival City: Fullerton, California

Date: 04/30/2025 Time: 6:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

After you click save, there will be two itinerary lines that will show up on the left side, one for your trip to the destination, and one for when you come back.

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection:

<input type="checkbox"/>	Departure City†	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Fullerton, California 04/22/2025 10:00 AM	Seattle, Washington 04/22/2025 01:00 PM	KING COUNTY, US-WA, US
<input type="checkbox"/>	Seattle, Washington 04/30/2025 03:00 PM	Fullerton, California 04/30/2025 06:00 PM	ORANGE COUNTY, US-CA, US

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

Step 5: Select the **Expenses & Adjustments** at the top. Then, check all boxes where **meals were provided** at the conference/event. Any provided meals will be automatically deducted from Meals and Incidentals Per diem.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude	All <input type="checkbox"/>	Date/Location†	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>		04/22/2025 Seattle, Washington	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$257.00
<input type="checkbox"/>		04/23/2025 Seattle, Washington	\$92.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$254.00
<input type="checkbox"/>		04/24/2025 Seattle, Washington	\$92.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$193.00
<input type="checkbox"/>		04/25/2025 Seattle, Washington	\$92.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$242.00
<input type="checkbox"/>		04/26/2025 Seattle, Washington	\$92.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$216.00
<input type="checkbox"/>		04/27/2025 Seattle, Washington	\$92.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$280.00
<input type="checkbox"/>		04/28/2025 Seattle, Washington	\$92.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$280.00
<input type="checkbox"/>		04/29/2025 Seattle, Washington	\$92.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$231.00
<input type="checkbox"/>		04/30/2025 Seattle, Washington	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00

Step 6: Click **Create Expenses** at the bottom right

Step 7: You will be directed back to your expense report, where **Meals and Incidentals Per Diem** and **International Daily Allowance (Lodging)** will be inputted to your report.

Step 8: Select all the **International Daily Allowance (Lodging)** expenses for each day by using the check boxes on the left. Then, click **Delete**.

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Expenses

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Requested↓↑	
<input type="checkbox"/>	⚠		Cash/Personal Credit Card	Meals and Incidentals Per Diem	Seattle, Washington	04/30/2025	\$69.00	⋮
<input checked="" type="checkbox"/>	✖		Cash/Personal Credit Card	International Daily Allowance (Lodging)	Seattle, Washington	04/29/2025	\$188.00	⋮
<input type="checkbox"/>	⚠		Cash/Personal Credit Card	Meals and Incidentals Per Diem	Seattle, Washington	04/29/2025	\$43.00	⋮
<input checked="" type="checkbox"/>	✖		Cash/Personal Credit Card	International Daily Allowance (Lodging)	Seattle, Washington	04/28/2025	\$188.00	⋮
<input type="checkbox"/>	⚠		Cash/Personal Credit Card	Meals and Incidentals Per Diem	Seattle, Washington	04/28/2025	\$92.00	⋮
<input checked="" type="checkbox"/>	✖		Cash/Personal Credit Card	International Daily Allowance (Lodging)	Seattle, Washington	04/27/2025	\$188.00	⋮
<input type="checkbox"/>	⚠		Cash/Personal Credit Card	Meals and Incidentals Per Diem	Seattle, Washington	04/27/2025	\$92.00	⋮
<input checked="" type="checkbox"/>	✖		Cash/Personal Credit Card	International Daily Allowance (Lodging)	Seattle, Washington	04/26/2025	\$188.00	⋮

Notes:

- The Lodging step is being worked on and will be removed in the future. In the meantime, please manually delete these lines.
- Receipts for meals are no longer required. You will not need to add receipts for meals and incidentals. You will be reimbursed the per diem rate. Per diem rate for can be looked up on the [GSA website](#).
- Screenshot below provides a summary of how meals and incidentals will be automatically calculated.

Meals provided as Part of Event

Primary Destination ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New York City	Bronx / Kings / New York / Queens / Richmond	\$79	\$18	\$20	\$36	\$5	\$59.25

Meals provided at event must be deducted from daily per diem.

- If dinner, lunch and breakfast are provided respectively on the arrival night, second day, and last day, the reimbursable daily per diem will be:

Date	Per Diem	Meals provided	M&IE for the day
5/6/2024	$\$79 \times 75\% = \59.25	Dinner	$\$59.25 - \$36 = \$23.25$
5/7/2024	\$79	Lunch	$\$79 - \$20 = \$59$
5/8/2024	\$79	NA	\$79
5/9/2024	\$79	NA	\$79
5/10/2024	$\$79 \times 75\% = \59.25	Breakfast	$\$59.25 - \$18 = \$41.25$