

## 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



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.

Orlando \$0.00	Delete Report Submit Report
Not Submitted   Report Number: UHX30N	
Approved 54.120.00	
Report Details v Print/Share v Manage Receipts v Travel Allowance v	View Available Receipts 🖽
Add Expense Ed. Dealer Copy Allocate Add Travel Altowance	

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

		Detailed timerary @		Without overnight O			
Start Location * Mobile, Alabama	÷	Elart Date * 06/27/2022	8	Start Time * 6:00 AM	0		
Add Destruction Ammel Location * Orlando, Florida	v					To add multiple destinations, click + Add Destination	
End Location		Ent Date *		End Time *	-		
Mobile, Alabama	*	07/01/2022	Ð	10:00 PM	0		

**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.* 

Al Dyn       Inactive Dut still show         Date 5       I         Mon, 66/27/2022       I         Onews, UNITE STATES @       I         Image: Unite States @       I	mpany policy guidelines. (ew: Adjustments ❤ Show Filters DatelLocation	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount.	Lodging is not being used. This column is
Mon, 06/27/2022         Image: Constraints of the constra	Ali Days Dates: 5	0		O		0		inactive but still shows.
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FH, 07/01/2022	Thu, 06/30/2022 Mando, UNITED STATES @						\$69.00	
Total: \$310.50	Fri, 07/01/2022 Driando, UNITED STATES @	0		D	0		\$51.75	
							Total: \$310.50	
	lark							-

**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:

New:         All Days         Exclude Day         BreakIstic         Lunch         Dinner         Lodging         Reindoursement Annount           All Days         Image	Numerical Section         Exclude Days         Breakfast         Lunch         Dinner         Lodging           All Days         Image: Control of the Section	Reimbursement Amount @
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Tue, 66/28/2022         Image: States of the states of	Tue 06/98/2022	
Wed, 06/29/2022 Okardis, WRIED STATES 0         Image: Contract of the contrac		\$52.00
Thu, 06/30/2022         Image: Columba, UNITED STATES On         Image: Columba, UNITED STATES On         S53.           Fri, 07/01/2022         Image: Columba, UNITED STATES On         Image: Columba, UNITED STATES On         S53.	Wed, 06/29/2022	\$69.00
Fri, 07/01/2022         0         551.           Onunda, UNITED STATES @         Total: \$277.	Thu, 06/30/2022	\$53.00
Total: 5277.	Fri, 07/01/2022	\$51.75
		Total: \$277.50

4. Your Allowances will be added to your report.

Orland Not Submitted REQUEST Approved	o \$277.50 Report Number: UHX30N			Delete Report	Copy Report 🔪 Submit Report	
S4.120.00	Print/Share V Manage Receipts V	Travel Allowance 🗸			View Available Receipts (i	9
Add Expense	Edit Detete Copy Allocate	Combine Expense - Movie V Expense Type‡†	Vendor Details []	Datel∓	Requested 17	The first and last day of any trip is
0	Test - Cash/Personal Card	Daily Allowance	Orlando, Florida	07/01/2022	\$48.00	reimbursed 75% for applicable
0	Test - Cash/Personal Card	Daily Allowance (Incidentals)	Órlando, Fiorida	07/01/2022	\$3.75	allowance. (\$64x75%= \$48; \$5x75% = \$3.75)
0	Test - Cash/Personal Card	Daily Allowance	Orlando, Fiorida	06/30/2022	\$48.00	
0	Test - Cash/Personal Card	Daily Allowance (Incidentals)	Orlando, Fiorida	06/30/2022	\$5.00	Your travel allowances are itemized
0	Test - Cash/Personal Cant	Daily Allowance (Incidentals)	Orlando, Florida	06/29/2022	\$5.00	The Incidental portion is to cover
0	Test - Cash/Personal Card	Daily Allowance	Orlando, Florida	06/29/2022	\$64.00	fees and tips given to porters,
0	Test - Cash/Personal Card	Daily Allowance	Orlando, Florida	06/28/2022	\$47.00	baggage carriers, hotel staff and staff on ships.
D	Test - Cash/Personal Card	Daily Allowance (Incidentals)	Orlando, Florida	06/28/2022	\$5.00	

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