

Entering GSA Meal Allowance Information in Concur

1. A new field has been created on the expense report header called "GSA RATES"
 - a. This field will be visible beginning on 9/1
2. The expense report creator will click on this field name and the GSA per diem site will load in a new window.
3. The report creator will find the appropriate rate on the GSA website and enter the rate in the new field



4. As meal expenses are added to the report, Concur will calculate the daily meal total.
 - a. When the meal total exceeds the rate entered, an exception will be displayed reminding the user that receipts are required for all meals for that specific day, or the overage needs to be itemized and marked personal.

test GSA rate

Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print / Email Hide Exceptions

Expense	Date	Amount	Exception
Meals	01/21/2015	\$70.00	⚠ Daily MEAL expense entries for this date total \$70.00, and exceed the allotted GSA rate amount of \$36.00, by \$34.00. Please include receipts for all meals on this day (or ensure travel card charges are imported as substantiation), or itemize the overage and mark as a personal expense.

Expenses

Date	Expense	Amount	Requested
01/23/2015	Meals	\$30.00	\$30.00
01/22/2015	Meals	\$25.00	\$25.00
01/21/2015	Meals	\$70.00	\$70.00

New Expense

Expense

Recently Used Expense Types

Meals

All Expense Types