Quick Reference Guide:
Actual Meal Costs

**Actual Meal Cost (Claiming Per Diem)** is classified as an expense for meals while in travel status where the expense will be deducted from what is being earned in per diem. When using a Travel Card for these expenses, please be aware of what the per diem rate for the travel location is and be cautious of per diem deductions for meals provided by the sponsoring organization. If **Actual Meal Cost (Claiming Per Diem)** exceeds what was earned in per diem, the remaining amount will be deducted from other Cash/Out of Pocket expenses and then deducted from a traveler’s paycheck, if necessary. **Actual Meal Cost (Not Claiming Per Diem)** is classified as an expense being claimed in lieu of per diem. This expense type is most often used for travel objective funded by a Grant that does not allow for per diem expenses but rather actual and necessary expenses while in travel status. Please use this guide to appropriately expense **Actual Meal Costs**.

**Accessing Concur**

1. Go to **Travel.ou.edu** and login with your 4x4.
2. Click **Expense** from the main menu and either select + **Create New Report** or access an open report by clicking on the **report name**.

**Travel Card Charges**

1. To expense a Travel Card charge, select **Import Expenses** and the available card charges will appear on the right side of the screen.
2. Click the **box** to the left of the transaction(s) and click **Move** to pull the charge over to the expense report or click on the charge and drag it to the expense report on the left side of the screen.
3. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Actual Meal Cost (Claiming Per Diem)** or **Not Claiming Per Diem**.
4. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose** and **Event Name/Nature of Business** fields all fill down appropriately from the report header as these are required entries.
5. Additional information may also be entered in the available fields.
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Cash/Out of Pocket Charges

6. To expense a Cash/Out of Pocket charge, click on + New Expense at the top of the screen.

7. Either type in Actual Meal Cost (Not Claiming Per Diem) in the Expense Type search bar at the top right of the expense report or scroll through the list of All Expense Types at the bottom right of the expense report and select Actual Meal Cost (Not Claiming Per Diem).

8. Enter in the Transaction Date by using the calendar option or type in the date using the format of MM/DD/YYYY. The date used should be the transaction date noted on the receipt.

9. Change the Payment Type to Cash/Out of Pocket. Please note that Pending Card Transactions should not be expensed until the transaction has posted. Please see the above section on Travel Card Charges for more information.

10. Enter the amount in the Transaction Amount field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

Receipts

11. Charges for Actual Meal Cost (Claiming Per Diem or Not Claiming Per Diem) over $25 will require a receipt. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting Attach Receipt Image to the right of the expense.

12. A pop-up box will appear and you can click Upload Receipt Image to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available to select. Click on the correct receipt and select Attach.

13. Once the receipt requirement has been added, the receipt will display to the right of the expense.

14. Click Save Expense.