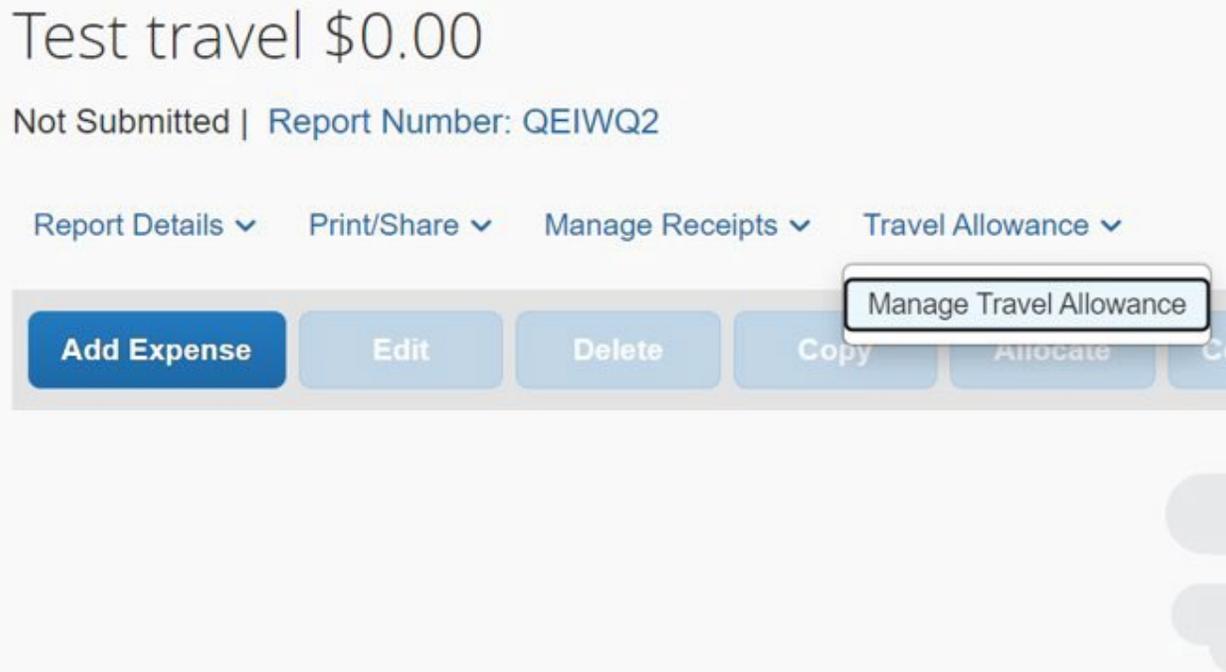# New Meals Expense Entry on Expense Reports (Policy change as of 1/1/2024)

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

Test travel $0.00

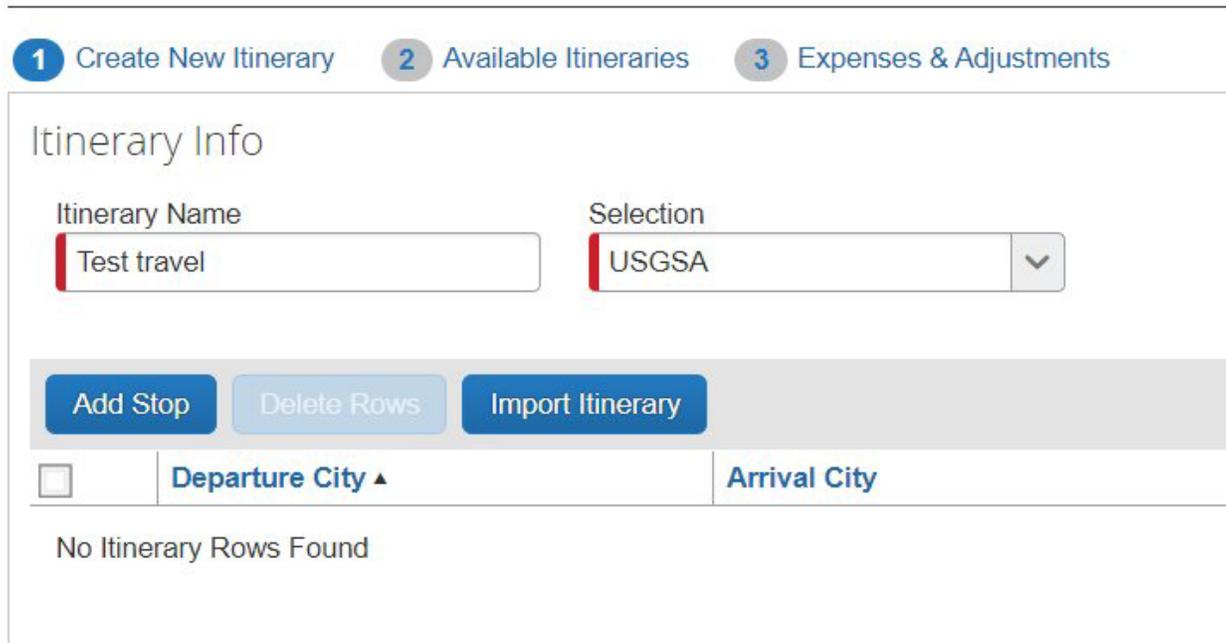Not Submitted | Report Number: QEIWQ2

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   Travel Allowance ⌄

| | | | | Manage Travel Allowance |

Add Expense   Edit   Delete   Copy   Allocate   Co

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**.

Step 4: You will then see an itinerary line added to the left. Confirm that the arrival rate location is your destination city.

New change: After you click save from Step 3, 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**. Unlike the screenshot below, 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.

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.

Step 6: Click **Create Expense**

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.**

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 ⓘ	County ⓘ	.	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 x 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 x 75% = $59.25	Breakfast	$59.25 - $18 = $41.25