



TravelWayne

Charging Actual Meals to the Travel Card when electing to receive Fixed Meals (GSA Per Diem)

Travel Card Transactions - Overview

Travel card transactions are automatically imported into your TravelWayne My Concur page under **Available Card Charges** for you - ready for you to add to your expense report(s). Card charges can take up to Three to five business days to be posted to your account. If you do not see expected transactions contact the TravelWayne Team at TravelWayne@wayne.edu or 313-577-TRIP, option: 5

NOTE: Your travel card is assign to your Concur profile to receive travel card data.

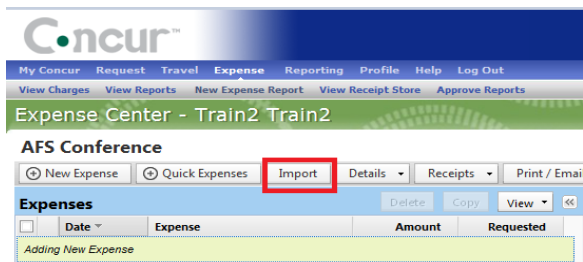
Charging Actual Meals to the Corporate Card and electing to receive Fixed Meals (GSA Per Diem)

This procedure is used to assign transactions from within the expense report page. You can also use the **Corporate Card Charges** page to search for specific transactions for bulk assignment to expense reports.

How to...

Additional Information

1. Select the **Import** tab located on the tool bar under the trip title.



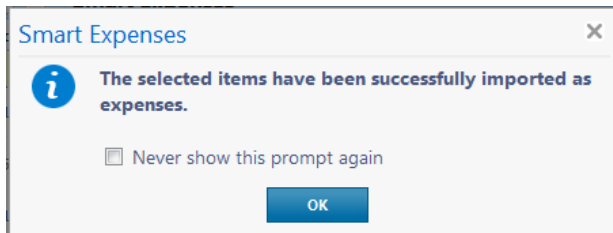
2. Locate the charge(s) to be expensed under **Smart Expenses**.
3. Click the box next to the charge(s).
4. Click the **Import** tab under **Smart Expenses**.

Note: By clicking the box next to the **Expense Detail** all of the charges will be selected to be imported into the Expense Report

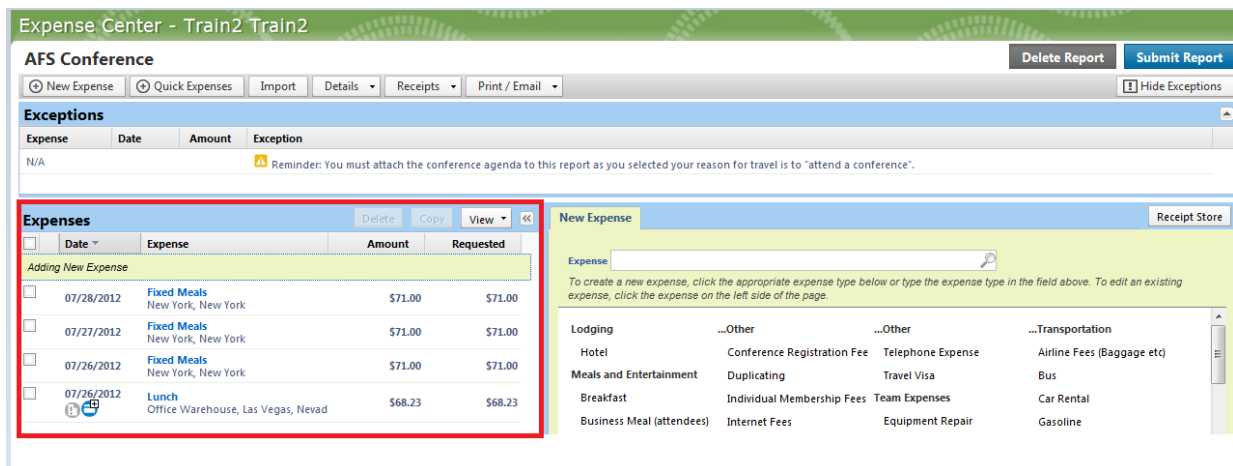


How to...

5. Click **OK**.

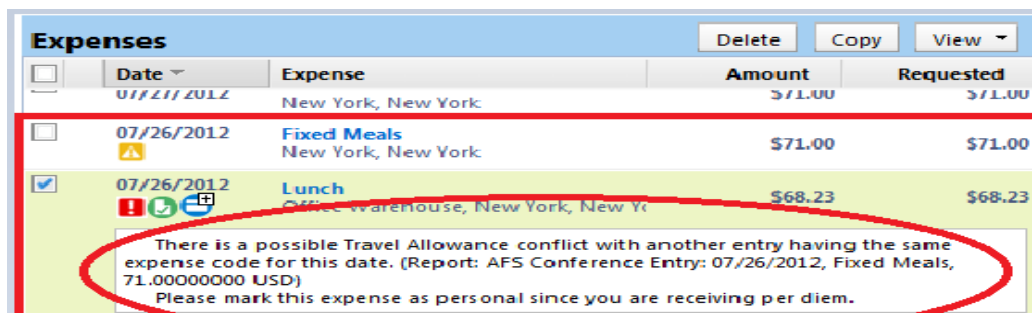


6. The imported charge will be placed into the **Expenses** listed on the left hand side.



Note:

- This procedure is used to show how to handle meal charges on the travel card when receiving Fixed Meals (GSA Per Diem).
- Once the meal charge has been imported and there are Fixed Meals associated with the Trip, when the report is submitted, the Concur System Audit Rule will display. See Below:



How to...

7. **Click** the box next to the meal charge.
8. **Click** the Personal Expense (do not Reimburse)
9. **Click Save.**

Additional Information

If you elect to receive Fixed Meals, meal charge(s) placed on the Corporate Card must be marked as **Personal Expense**.

Date	Expense	Amount	Requested
07/27/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00
07/26/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00
07/26/2012	Lunch Cafe Monte, Las Vegas, Nevada	\$45.76	\$45.76
07/25/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00
07/24/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00
07/23/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00

TOTAL AMOUNT: \$400.76 | TOTAL REQUESTED: \$400.76

10. The meal charge will now show the **Requested** amount as \$0.00 and the audit rule is satisfied.

The traveler is responsible for paying back the Corporate Card for the meal charge(s).

Date	Expense	Amount	Requested
07/27/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00
07/26/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00
07/26/2012	Lunch Cafe Monte, Las Vegas, Nevada	\$45.76	\$0.00
07/25/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00
07/24/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00
07/23/2012	Fixed Meals Seatac, Washington	\$71.00	\$71.00

TOTAL AMOUNT: \$400.76 | TOTAL REQUESTED: \$355.00

Now the traveler is ready to add any other reimbursable expenses!!!!