

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 <u>TravelWayne@wayne.edu</u> 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

							Delete Report	Submit Report
Expense	Quick Expenses	Import Det	ails • Receipts	Print / Email	•			Show Exceptions
es			View • 🕫	Smart Expens	ies 🗸			
ate -	Expense	Amount	Requested	TEST Corp Card - 11	111 - Import - Ma	atch Unmatch		
ew Expense					Expense Detail	Expense	Date	Amount
7/27/2012	Fixed Meals Seatac, Washingto	\$71.00	\$71.00	Corporate Card C	harges			
7/26/2012	Fixed Meals	\$71.00	\$71.00	- <b>e</b>	Cafe Monte Las Vegas, NV	/ Lunch	11/03/2012	\$45.76
	Fixed Meals			- 9	Office Warehouse Las Ve.	Undefined	11/03/2012	\$68.23
//25/2012	Seatac, Washingto	\$71.00	\$71.00	🗆 🚭	U.S. Airways Detroit Way.	Airfare	10/08/2012	\$777.70
7/24/2012	Fixed Meals Seatac, Washingto	\$71.00	\$71.00	🗆 🚭	Cafe Monte Detroit Wayn	Lunsh	10/08/2012	\$45.76
7/23/2012	Fixed Meals Seatac Washingto	\$71.00	\$71.00	□ <b>e</b>	Office Warehouse Detroit	t Undefined	10,08/2012	\$68.23
					Cafe Monte Las Vegas, NV	/ Lunch	07/26/2012	\$45.76
					Office Warehouse Las Ve.	Undefined	07/26/2012	\$68.23
				Trip: E-Receipts	3			
	ss ss be = v Expense 27/2012 26/2012 25/2012 24/2012 23/2012	Expense         Quick Expenses           Is         Expense           Is / Expense         Fixed Meals           25/2012         Fixed Meals           26/2012         Fixed Meals           25/2012         Fixed Meals           26/2012         Fixed Meals           26/2012         Fixed Meals           26/2012         Fixed Meals           26/2012         Fixed Meals           Seatac, Washingte         Seatac, Washingte           22/2012         Fixed Meals           Seatac, Washingte         Seatac, Washingte	seatac, Washingto S71.00 Seatac, Washingto S71	Expense         Openator         Details         • Recepts           Is         Expense         Amount         Requested           Fixed Meals         \$71.00         \$71.00         \$71.00           26/2012         Fixed Meals         \$71.00         \$71.00           25/2012         Fixed Meals         \$71.00         \$71.00           26/2012         Fixed Meals         \$71.00         \$71.00           22/2012         Fixed Meals         \$71.00         \$71.00	Opense     Opense     Import     Details     Recept     Print / Immal       is     Opense     Copy     View     G     Smart Expense       is     Expense     Amount     Requested     Immon / Immal       27/2012     Fixed Meals Sentac, Washingto     \$71.00     \$71.00     G       26/2012     Fixed Meals Sentac, Washingto     \$71.00     \$71.00     Immon / Immon	Opense     Opense     Details     Recepts     Pnnt / Imail *       Is     Opense     Opense     Opense     Smart Expenses       Is     Expense     Amount     Requested     Smart Expenses       27/2012     Fired Meals Seatar, Washingte     \$71.00     \$71.00     Cafe Monte Las Vegat, M       26/2012     Fired Meals Seatar, Washingte     \$71.00     \$71.00     \$71.00       25/2012     Fired Meals Seatar, Washingte     \$71.00     \$71.00       24/2012     Fired Meals Seatar, Washingte     \$71.00     \$71.00       22/2012     Fired Meals Seatar, Washingte     \$71.00     \$71.00       22/2012     Fired Meals Seatar, Washingte     \$71.00     \$71.00       21/2012     Seatar, Washingte     \$71.00     \$71.00       22/2012     Fired Meals Seatar, Washingte     \$71.00     \$71.00       21/2012     Fired Meals Seatar, Washingte     \$71.00	Opense     Opense     Details     Recepts     Print / Imnal       Is     Opense     Opense     Smart Expenses       Ire     Expense     Amount     Requested       Ire     Expense     Amount     Requested       101     Fixed Meals     \$71.00     \$71.00       26/2012     Fixed Meals     \$71.00     \$71.00       25/2012     Fixed Meals     \$71.00     \$71.00       26/2012     Fixed Meals     \$71.00     \$71.00       22/2012     Fixed Meals     \$71.00     \$71.00       22	Bit State       Details       Recept       Print / Innual         Sis       Details       Copy       View       Copy       Smart Expenses         Is       Expense       Amount       Requested       Espense       Match       Unmatch         VEXpense       Copy       View       Smart Expenses       Match       Unmatch         VEXpense       Copy       Copy       State       Match       Unmatch         VEXpense       Copy       State       View       State       Match       Unmatch         20/2012       Fred Meals Seatar, Washingt       S71.00       S71.00       S71.00       S71.00       Cafe Monte Las Vegas, NV       Lunch       11.03/2012         24/2012       Fred Meals Seatar, Washingtk       S71.00       S71.00       S71.00       S71.00       Cafe Monte Las Vegas, NV       Lunch       10.00/2012         22/2012       Fred Meals Seatar, Washingtk       S71.00       S71.00       S71.00       Cafe Monte Las Vegas, NV       Lunch       10.00/2012         22/2012       Seatar, Washingtk       S71.00       S71.00       S71.00       S71.00       S71.00       Grade Monte Las Vegas, NV       Lunch       10.00/2012         22/2012       Seatar, Washingtk       S71.00 </td

How to...

5. Click **OK**.



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

### Expense Center - Train2 Train2 Delete Report **AFS Conference** Submit I (+) New Expense (+) Quick Expenses Import Details • Receipts • Print / Email • I Hide Exceptions Exceptions Expense Date Amount Exception N/A 🔼 Reminder: You must attach the conference agenda to this report as you selected your reason for travel is to "attend a conference View 🔻 « New Expense Receipt Store Expenses Date 🔻 Expense Amount Requested Adding New Expense To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page. Fixed Meals New York, New York 07/28/2012 \$71.00 \$71.00 07/27/2012 Fixed Meals New York, New York Lodaina ...Other ...Other ...Transportation \$71.00 \$71.00 Airline Fees (Baggage etc) Hotel Conference Registration Fee Telephone Expense Fixed Meals New York, New York 07/26/2012 \$71.00 \$71.00 Meals and Entertainment Bus Duplicating Travel Visa 07/26/2012 Lunch Office Warehouse, Las Vegas, Nevad \$68.23 \$68.23 Breakfast Individual Membership Fees Team Expenses Car Rental Business Meal (attendees) Internet Fees Equipment Repair Gasoline

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:

Expe	nses		Delete Cop	y View 👻			
	Date 👻	Expense	Amount	Requested			
_	07/27/2012	New York, New York	\$71.00	\$71.00			
	07/26/2012	Fixed Meals New York, New York	\$71.00	\$71.00			
<b>~</b>	07/26/2012	Lunch Office warehouse, New York, New Yo	\$68.23	\$68.23			
(	There is a possible Travel Allowance conflict with another entry having the same expense code for this date. (Report: AFS Conference Entry: 07/26/2012, Fixed Meals, 71.00000000 USD) Please mark this expense as personal since you are receiving per diem.						

## **Additional Information**

Check the box next to **Never show this prompt again** and the system will skip this step in the future.

### 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**.



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).

Expe	enses		Delete	Copy View - ≪
	Date 👻	Expense	Amount	Requested
Adding	g New Expense			
	07/27/2012	Fixed Meals Seatac, Washington	\$71.00	0 \$71.00
	07/26/2012	Fixed Meals Seatac, Washington	\$71.0	\$71.00
	07/26/2012	<b>Lunch</b> Cafe Monte, Las Vegas, Nevada	\$45.7	5 \$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
		т	OTAL AMOUNT \$400.76	TOTAL REQUESTED \$355.00

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