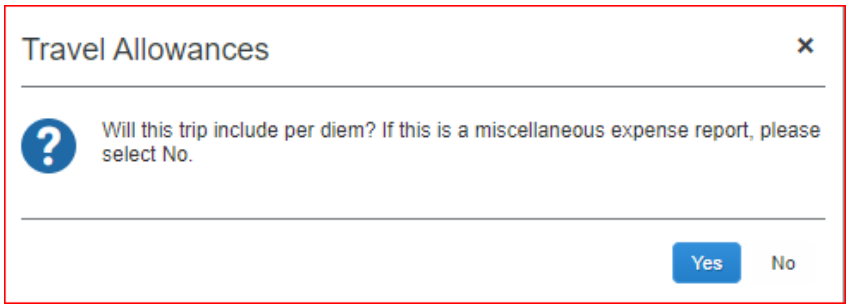
Add M&IE / Deduct Provided Meals

Objective: This section will go over the steps on how to add M&IE reimbursement expenses, and deduct any provided meals from reimbursement in accordance to PPPL policy.

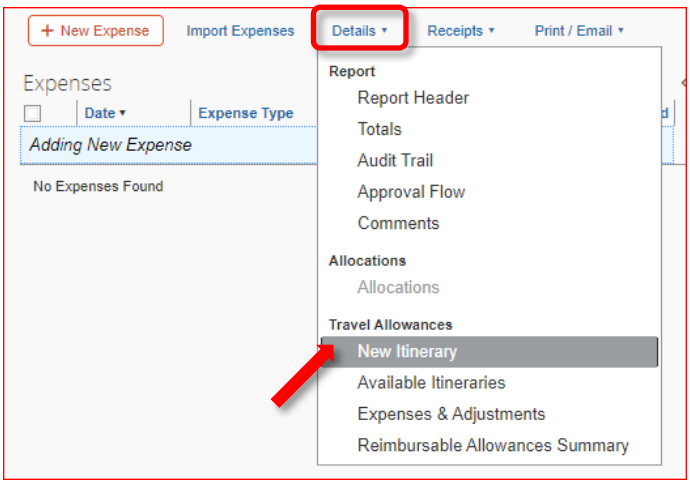
1. After completing the Report Header, click Next at the bottom right of the page. This will bring up a pop up window asking if you will be claiming per diem (lodging and/or M&IE). Select **Yes** to create an itinerary.



2. You will be brought to the *Create New Itinerary* page. This page is where you will enter the itinerary for your trip. An itinerary assigned to an expense report is to calculate the reimbursable per diem rate for the trip.

Note: If you have already gone to the expenses page, you can access the Travel Allowances page by clicking:

1. Details
2. New Itinerary



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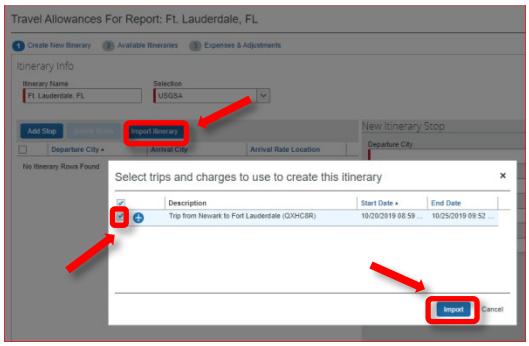
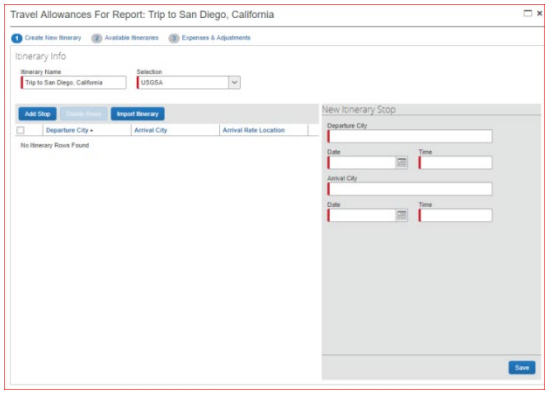
3. Enter the **Departure City, Date, Time**, and **Arrival City, Date**, **Time** for the first business leg of your trip and click Save.

Note: If you booked your travel arrangements via Concur Travel / Graycar, click on **Import Itinerary** to select the appropriate itinerary.



Note: The Itinerary Stop information should answer:

- Where did you leave from?
- When did you leave?
- When did you arrive at the business/lodging destination?
- Where is the location of the business/lodging destination?



Note: Do NOT include personal locations when filling this out. Use your actual business destination, NOT the airport location.

Note: When visiting several cities/states/countries in one trip, there will be several itinerary stops – representing the per diem rates for each of those business locations.

Note: An itinerary stop is not required for every leg of the flight (unless per diem will be claimed for reimbursement). At least 2 itinerary stops are required.

Note: Only indicate the dates of the business portion of your trip. If your trip includes personal/non-PPPL business time either before or after the business portion of the trip, exclude those days from the itinerary.

4. Repeat **step 3** for each leg of the trip. Each entry will be added to the list on the left. When finished, click **Next**.

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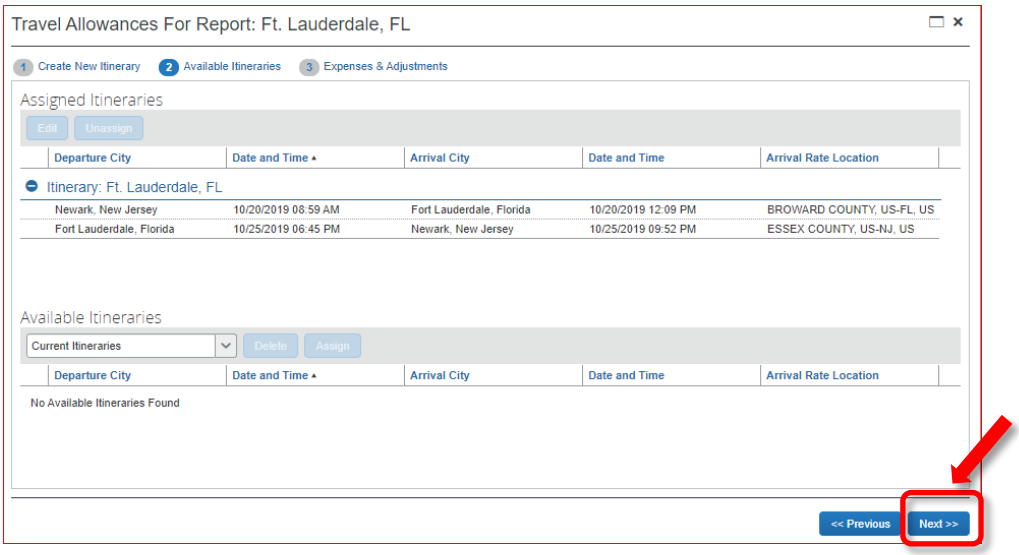
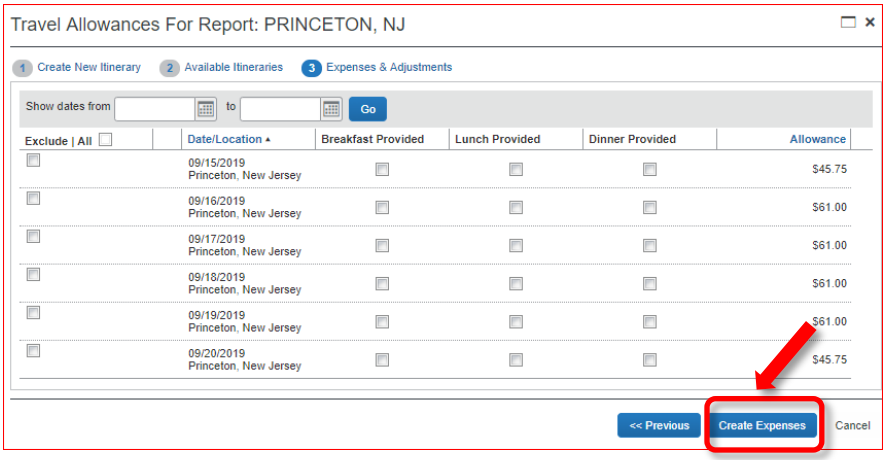
5. You are now on the Available Itineraries page. Review your itinerary, and make changes if necessary.

Note: If changes are required, select the displayed Itinerary lines and click **Edit**.



6. **Expenses and Adjustments** displays the published per diem rate based on the business/lodging location. 75% of the travel allowance on the first and last day of travel is automatically calculated. Indicate the complimentary meals that were provided on your trip by selecting the appropriate boxes.

7. Click the **Create Expenses** button to Continue. Your M&IE expenses is now imported to the Expense Report.