Entering GSA Meal Allowance Information in Concur

1. A new field has been created on the expense report header called “GSA RATES”
   a. This field will be visible beginning on 9/1
2. The expense report creator will click on this field name and the GSA per diem site will load in a new window.
3. The report creator will find the appropriate rate on the GSA website and enter the rate in the new field

4. As meal expenses are added to the report, Concur will calculate the daily meal total.
   a. When the meal total exceeds the rate entered, an exception will be displayed reminding the user that receipts are required for all meals for that specific day, or the overage needs to be itemized and marked personal.