CREATE A MEALS & INCIDENTALS REIMBURSEMENT FOR GUESTS ON INTERNATIONAL TRIPS

A Travel Allowance is required only for international trips. Although Guest Travel Reports do not require a Travel Allowance, this instruction guide will provide the steps necessary to reimburse a Guest traveler for International Meals and Incidents.

The Travel Meals - International (Guest) expense type defines the traveler’s time in travel status, applies the ME&I allowance to their expense report, and determines the allowable rate.

NAVIGATION
Access UF GO via ONE.UF, myUFL, or the SAP Concur mobile app

- ONE.UF: Log in to https://one.ufl.edu > Select UF GO under the Faculty/Staff section.
- myUFL: my.ufl.edu > My Self Service > UF GO Travel and PCard

LOGGING IN
1. Enter gatorlink@ufl.edu and click Next
2. Click Sign in with University of Florida SSO
3. Enter UF gatorlink and password

CREATE A GUEST TRAVEL REPORT WITH TRAVEL MEALS-INTERNATIONAL

Review the Create and Submit a Travel Expense Report instruction guide for detailed steps.

STEPS
1. Open the Travel Request for the trip and click Create Expense Report from an approved travel request
2. Complete the required fields (red asterisk) in the report header
3. Click on Create Report
4. Click Add Expense
5. Select Travel Meals – International (Guest)
6. Add the last day of travel as the Transaction Date.
7. Add the Per Diem Location

The Number of Travel Days (75%) will automatically populate with 2. This represents the first and last day of travel.

8. Calculate and enter the Number of Full Days (100%) of travel.
   a. For Example, if the trip length is 5 days, the first and last day of travel are already counted in the Number of Travel Days, so that leaves 3 full travel days.

Concur will calculate the dollar amount of meals and incidentals, based on the Per Diem Location and the number of travel days. This amount is based on the GSA rates found here: https://aoprals.state.gov/web920/per_diem.asp

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9. If there are any meals that were provided during travel, that amount will need to be calculated and provided in the **Total Amount for Provided Meals** box. **See below for how to calculate this amount.**

10. Change **Payment Type** to **Personal Funds**.

11. Change the Currency to **US, Dollar**.

12. If necessary, enter the information in other boxes.

13. Click **Save Expense**

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**HOW TO CALCULATE THE ‘TOTAL AMOUNT FOR PROVIDED MEALS’**

If meals are provided while on international travel, the travel meal calculation will need to be reduced by the Dollar amount of the meals that were provided.

1. For example, if a traveler was provided 1 breakfast, 2 lunches and 2 dinners during an international conference.

2. Navigate to: [https://aoprls.state.gov/web920/per_diem.asp](https://aoprls.state.gov/web920/per_diem.asp)

3. Enter the Country traveled to. In this example, we are traveling to Buenos Aires, Argentina.
4. Choose the month in which travel was taken.
5. The M&IE Rate is shown as $126 per day.
6. Navigate to the M&IE breakdown:


7. For the M&IE Rate of $126, breakfast is $19, lunch is $32 and Dinner is $50.

8. The traveler was provided meals in the amount of $183. \((1 \times 19) + (2 \times 32) + (2 \times 50) = 183\)
9. Enter $183 in Total Amount for Provided Meals box.
10. Enter comments to indicate the number of meals provided and how that was calculated.
11. Click Save Expense

Travel Meals – International (Guest) will be added to the report. This amount represents the Meal and Incidental Rate determined by the GSA rates.
FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
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