

## 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 Incidentals.

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](mailto: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.

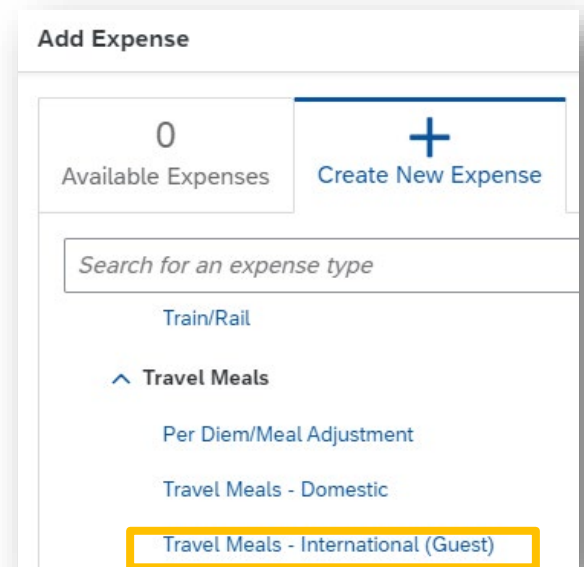
### STEPS

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](https://aoprals.state.gov/web920/per_diem.asp)



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**

## 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://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.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:

**Office of Allowances**

Select by Location  
Select by Allowance Type  
Printer Friendly

**Foreign Per Diem Rates In U.S. Dollars  
DSSR 925**

Country: ARGENTINA  
Publication Date: 10/01/2023

Previous Rates: 10/01/2023 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
ARGENTINA	Bariloche	01/01	12/31	237	132	369	N/A	03/01/2023
ARGENTINA	Buenos Aires	01/01	12/31	266	126	392	N/A	03/01/2023
ARGENTINA	Mendoza	01/01	12/31	220	119	339	N/A	03/01/2023
ARGENTINA	Other	01/01	12/31	236	120	356	N/A	03/01/2023

<https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>

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

**Find M&IE breakdown by meal for foreign and outside the continental U.S. (OCONUS) travel**


Deductions to M&IE rates for localities in both nonforeign areas and foreign areas shall be allocated as shown in this table. For information as to where to access per diem rates for various types of Government travel, please consult the table in [301-11.6](#).

Filter Results...

M&IE Rate (\$) <sup>1</sup>	↕	Breakfast	↕	Lunch	↕	Dinner	↕	Incidentals	↕
126		19		32		50		25	
127		19		32		51		25	

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.

<input type="button" value="Add Expense"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Allocate"/> <input type="button" value="Combine Expenses"/> <input type="button" value="Move to"/>								View:	Standard
<input type="checkbox"/>	Alerts ↓	Receipt ↓	Payment Type ↓	Expense Type ↓	Vendor Details ↓	Date ↓	Amount ↓	Requested ↓	
<input type="checkbox"/>			Personal Funds	Travel Meals - International (Guest)	Buenos Aires, ARGENTINA	10/10/2023	\$384.00	\$384.00	

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Travel Policies and Directives**

Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

**PCard Policies & Questions**

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)