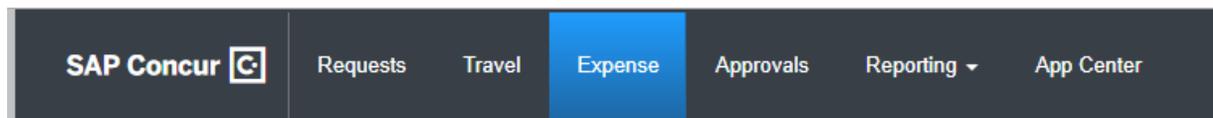


EXPENSE REPORT: HOW TO EXPENSE GROCERY STORE PURCHASES FOR MULTIPLE MEALS DURING TRAVEL



CAL POLY

Strategic Business Services

ADMINISTRATION & FINANCE

Purchasing groceries while on a business trip is becoming a more common practice. Concur does allow you to itemize out your multi-day grocery expenses so that you do not exceed the meal per diem amount of \$55/day. Groceries during business travel should be paid with your Concur travel card. Please note – this process can be used for Domestic travel only.

1. Add the charge as a new expense under a meal type – Breakfast, lunch, or dinner.
Payment Type may be CSU-USBank-CBCP NOT Out of Pocket as shown in the example below.
 - a. Add in the comment section - Grocery Store

New Expense

Details Itemizations

Allocate * Required field

Expense Type *
Breakfast - Domestic

Transaction Date * City of Purchase *
06/01/2021 San Diego, California

Payment Type *
Out of Pocket

Amount * Currency *
100.00 US, Dollar

Comments To/From Approvers/Processors
grocery store

Save Expense Save and Add Another Cancel

2. Click on the Itemizations Tab at the top of the Expense. Now you can begin to itemize your grocery charge into separate meal expenses.
 - a. Under Expense Type – select your first meal. In the example below, Breakfast is selected.

← → Breakfast - Domestic \$100.00

06/01/2021

Details

Itemizations

Amount \$100.00	Itemized \$0.00	Remaining \$100.00
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New Itemization

[Allocate](#)

* Required field

Expense Type *

Breakfast - Domestic ▼

Recently Used

Breakfast - Domestic

Dinner - Domestic

Personal/Non Reimbursable

Hospitality

04b. Meals - Domestic

Breakfast - Domestic

Dinner - Domestic

Save Itemization

Cancel

3. Enter the amount spent on Breakfast from your grocery bill. Click Save Itemization

Breakfast - Domestic \$10.00 

 Allocate * Required field

Expense Type *
Breakfast - Domestic 

Transaction Date *
06/01/2021 

Amount *
10.00

Currency
US, Dollar

Comments To/From Approvers/Processors

4. Itemization will show the amount Itemized and the Remaining Amount

  Breakfast - Domestic \$100.00 

06/01/2021

Details | **Itemizations**

Amount
\$100.00

Itemized \$10.00	 Remaining \$90.00
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Create Itemization | More Actions 

<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input type="checkbox"/>		06/01/2021	Breakfast - Domestic	\$10.00

5. Continue to add all meals until the Remaining Amount equals \$0. Remember to change the dates for each day of meals. Click Save Itemization to complete your expense.

← →

Breakfast - Domestic \$100.00

06/01/2021

Details Itemizations

Amount
\$100.00

Itemized
\$100.00

 Remaining
\$0.00

Create Itemization More Actions 

<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input type="checkbox"/>		06/01/2021	Breakfast - Domestic	\$10.00
<input type="checkbox"/>		06/01/2021	Lunch - Domestic	\$15.00
<input type="checkbox"/>		06/01/2021	Dinner - Domestic	\$20.00
<input type="checkbox"/>		06/02/2021	Breakfast - Domestic	\$10.00
<input type="checkbox"/>		06/02/2021	Lunch - Domestic	\$15.00
<input type="checkbox"/>		06/02/2021	Dinner - Domestic	\$20.00
<input type="checkbox"/>		06/03/2021	Breakfast - Domestic	\$10.00

