T&E Card transaction dates in Concur may differ from when the Traveler's T&E Card was used (swiped) to make a purchase. The transaction date in Concur is based on the date the bank receives the charge from the vendor, which may differ from the date of purchase if the expense is reported to the bank at a later date (for ex., the following day).

Meals receive a red flag when the meal date differs from the transaction date; this is due to the meal being calculated against a meal cap for a different day. A workaround has been identified to correct the meal cap calculation error. Meals consumed on a different day than the T&E Card transaction date should be itemized to add/change the meal date (see attached guidance).

1) Select the meal expense that needs to be adjusted

☐ ❗	Incurred by Traveler	Meals & Incidentals - Domestic	test Riverside, California	10/18/2022	$20.00

2) Select the **Itemization** tab and select **Create Itemization**

Alerts: 1

| **Expense** | Meals & Incidentals - Domestic | 10/18/2022 | $20.00 |

❗ Action: Your total Meal & Incidental expense exceeds the $79.00 daily limit. Please adjust and re-save the entry.

← → Meals & Incidentals - Domestic $20.00 🗑

10/18/2022 | test

| Details | Itemizations |

Amount	Itemized	Remaining
$20.00	$0.00	$20.00

Create Itemization   More Actions ⌄

No Itemizations.
Create itemizations for the items on your receipt.

3) Select the appropriate **Expense Type** and fill in the following information for the itemization
   a) Add the **Transaction Date** the meal was taken
   b) Add the expense **Amount**
   c) Add a comment in the **Business Purpose/Additional Information** text field
   d) Select **Save Itemization**

Details	Itemizations	
Amount $20.00	Itemized $0.00	Remaining $20.00

New Itemization

* Required field

Expense Type *****
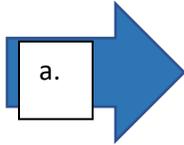
Search for an expense type ⌄

Recently Used

Meals & Incidentals - Domestic

Tolls/Road Charges

New Itemization

🥧 Allocate

* Required field

Expense Type *

Meals & Incidentals - Domestic ⌄

a.

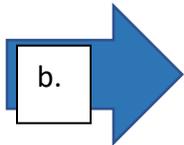Transaction Date *

10/17/2022 📅

Purpose *

Fieldwork ⌄

Trip Type *

1. In-State ⌄
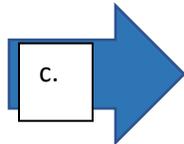
Traveler Type *

Employee ⌄

Enter Vendor Name

test

City of Purchase

Riverside, California

b.
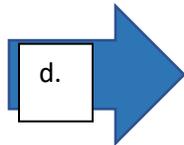
Amount *

20.00

Currency

US, Dollar

Reference Number ❓

c.

Business Purpose/Additional Information

Meal consumed 10/17/22

d.

Save Itemization   Cancel

4) Meal will show as itemized and the drop-down will show the date added as well as comments made.

| | 💬 | Incurred by Traveler | Meals & Incidentals - Domestic | test Riverside, California | 10/18/2022 | $20.00 Itemized | ⌃ |
| | 💬 | Incurred by Traveler | Meals & Incidentals - Domestic | test Riverside, California | 10/17/2022 | $20.00 | |