



Travel Tips & Tricks #2: Multi Segment M&IE on Requests

October 10, 2019

Overview

Multi Segment trips, or trips with multiple TDY locations, happen more often than most think. Reimbursement rates tend to vary from one location to another and Meals and Incidental Expenses are one of the many rates varying from location to location that travelers need to account for on a request and expense. This edition of DTM Travel Tips & Tricks will assist you when requesting and expensing your M&IE for a multi segment trip.

Scenario: *I am traveling from Washington D.C. to Roanoke for a day, then on to Richmond for the rest of my TDY before returning home. How do I account for my M&IE at my two TDY locations?*

Answer: Don't worry, it's easy to do if you build your trip in the same way that you might make a sandwich. Your beginning and ending travel dates serve as the bread in your M&IE sandwich with the various TDY locations as the meat and cheese of your sandwich. Follow along in this example below.

Insider Tip: Defense Travel Management Office has a Per Diem Rates Calculator that breaks out M&IE elements <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

M&IE on a Request for a Multi Segment Trip

1. Book all of your segments then jump into adding additional expenses for your request.
2. Start with your first M and IE Allowance – Travel Day.

The screenshot shows the SAP Concur interface for Request 437YR. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The main content area is titled 'Request 437YR' and shows a 'Purpose: Test M&IE Sandwich'. Below this is a table of expenses:

Date	Expense Type	Amount	Requested
10/17/2019	Hotel/Lodging	\$150.00	\$150.00
10/18/2019	Hotel/Lodging	\$150.00	\$150.00

At the bottom of the table, it shows 'TOTAL AMOUNT \$300.00' and 'TOTAL REQUESTED \$300.00'. To the right of the table is a list of 'Expense Type' options, including 'M and IE Allowance - Travel Day' which is highlighted with a red box. Other options include Transportation, Lodging, Meals, and various fees.



Defense Travel Modernization Prototype

3. Provide your first TDY in the TDY Location and update the date to match your first travel day then select SAVE.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Support | Help

Profile

Request 437YR

Request Name: Test M&IE Sandwich
Purpose:

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Date	Expense Type	Amount	Requested
10/17/2019	Hotel/Lodging	\$150.00	\$150.00
10/18/2019	Hotel/Lodging	\$150.00	\$150.00

Expense Type: M and IE Allowance - Travel Day
Date: 10/15/2019
Location - City: San Jose, Virginia
Transaction Amount: 0.00 USD

TOTAL AMOUNT: \$300.00 | TOTAL REQUESTED: \$300.00

Buttons: Save, Allocate, Cancel

4. Select the M and IE – Interim Day Expense Type.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Support | Help

Profile

Request 437YR

Request Name: Test M&IE Sandwich
Purpose:

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Date	Expense Type	Amount	Requested
10/17/2019	Hotel/Lodging	\$150.00	\$150.00
10/18/2019	Hotel/Lodging	\$150.00	\$150.00
10/17/2019	M and IE Allowance - Travel Day	\$45.75	\$45.75

Expense Type: [Search Field]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- 01 Transportation
- Airline Fees
- Commercial Bus Fare
- Government Vehicle Fuel
- POV Mileage
- Private Plane - Fees
- Public Transportation
- Rental Car Fuel
- Taxi/Car Service
- TDY Parking
- Terminal Parking
- Train Fare
- 02 Lodging
- Hotel Parking
- Hotel Taxes (CONUS, Non-Foreign ONLY)
- Lodging Allowance Adjustment
- Personal Preference
- 04 Fees
- Conference Registration Fee
- 07 Meals - Single location trip only
- M and IE Allowance
- 08 Meals - Multi segment trip
- M and IE Allowance - Interim Day
- M and IE Allowance - Travel Day

TOTAL AMOUNT: \$345.75 | TOTAL REQUESTED: \$345.75



Defense Travel Modernization Prototype



5. Provide the date of the last interim day, the number of days that are interim then the TDY location for your interim days.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Support | Help | Profile

Manage Requests | New Request | Quick Search

Request 437YR

Request Name: Test M&IE Sandwich
Purpose: Test M&IE Sandwich
Status: Not Submitted
Amount: \$345.75

Attachments | Print / Email | Delete Request | Submit Request

Date	Expense Type	Amount	Requested
10/17/2019	Hotel/Lodging	\$150.00	\$150.00
10/18/2019	Hotel/Lodging	\$150.00	\$150.00
10/17/2019	M and IE Allowance - Travel Day	\$45.75	\$45.75

TOTAL AMOUNT: \$345.75 | TOTAL REQUESTED: \$345.75

Expense Type: M and IE Allowance - Interim Days
Last Day of Trip Segment: 10/18/2019
Days: 1
TDY Location - City: Richmond, Virginia

Transaction Amount: 0.00 USD
Comment: [Empty]

Save | Allocate | Cancel

6. Add the final layer to your M&IE sandwich by selecting the M and IE Allowance – Travel Day Expense Type. This will account for the day you travel home.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Support | Help | Profile

Manage Requests | New Request | Quick Search

Request 437YR

Request Name: Test M&IE Sandwich
Purpose: Test M&IE Sandwich
Status: Not Submitted
Amount: \$411.75

Attachments | Print / Email | Delete Request | Submit Request

Date	Expense Type	Amount	Requested
10/17/2019	Hotel/Lodging	\$150.00	\$150.00
10/18/2019	Hotel/Lodging	\$150.00	\$150.00
10/17/2019	M and IE Allowance - Travel Day	\$45.75	\$45.75
10/19/2019	M and IE Allowance - Interim Days	\$66.00	\$66.00

TOTAL AMOUNT: \$411.75 | TOTAL REQUESTED: \$411.75

Expense Type: [Empty]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page

- 01. Transportation
 - Airline Fees
 - Commercial Bus Fare
 - Government Vehicle Fuel
 - POV Mileage
 - Private Plane - Fees
 - Public Transportation
 - Rental Car Fuel
 - Taxi/Car Service
 - TDY Parking
 - Terminal Parking
 - Train Fare
- 02. Lodging
 - Hotel Parking
 - Hotel Taxes (CONUS, Non-Foreign ONLY)
 - Lodging Allowance Adjustment
 - Personal Preference
 - 04. Fees
 - Conference Registration Fee
- 07. Meals - Single location trips only
 - M and IE Allowance
 - 08. Meals - Multi segment trips
 - M and IE Allowance - Interim Days
 - M and IE Allowance - Travel Day



Defense Travel Modernization Prototype



7. Provide the Travel Day and the TDY location then select SAVE.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Support | Help | Profile

Manage Requests | New Request | Quick Search

Request 437YR

Request Name: Test M&IE Sandwich
Purpose: Attachments Print / Email Delete Request Submit Request
Status: Not Submitted
Amount: \$411.75

Request Header | Segments | Expenses | Approval Flow | Audit Trail

+ New Expense Cancel

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 10/17/2019	Hotel/Lodging	\$150.00	\$150.00
<input type="checkbox"/> 10/18/2019	Hotel/Lodging	\$150.00	\$150.00
<input type="checkbox"/> 10/17/2019	M and IE Allowance - Travel Day	\$45.75	\$45.75
<input type="checkbox"/> 10/18/2019	M and IE Allowance - Interim Days	\$66.00	\$66.00

TOTAL AMOUNT: \$411.75 | TOTAL REQUESTED: \$411.75

Expense Type: M and IE Allowance - Travel Day | Travel Day: 10/19/2019 | TDY Location - City: Richmond, Virginia | Transaction Amount: 0.00 USD

Comment:

Save Allocate Cancel

8. Congratulations! You have built your first M&IE Sandwich to account for your meals and incidentals at different TDY locations.

Request 437YR

Request Name: Test M&IE Sandwich
Purpose:

Request Header | Segments | Expense Summary | Approval Flow | Audit Trail

Date	Expense Type	Approved	Remaining
09/26/2019	Hotel/Lodging	\$150.00	\$0.00
09/27/2019	Hotel/Lodging	\$150.00	\$0.00
09/26/2019	M and IE Allowance - Travel Day	\$45.75	\$0.00
09/28/2019	M and IE Allowance - Interim Days	\$66.00	\$0.00
09/28/2019	M and IE Allowance - Travel Day	\$49.50	\$0.00

TOTAL AMOUNT: \$461.25 | TOTAL REQUESTED: \$461.25