



Multi Segment M&IE on Requests



Overview: Meals and Incidental Expenses (M&IE) for Multi Segment Trips

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

Noteworthy Information

- The Defense Travel Management Office offers a Per Diem Rates Query.
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Scenario

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

Don't worry, it's easier 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 or cheese of your sandwich! Follow along in the example:

Attachment #1 – 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. Let us start with your first M and IE Allowance – Travel Day.

Manage Requests

Hotel Reservation at ROANOKE \$332.01
Not Submitted | Request ID: 43KJX

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Buttons: Add, Edit, Allocate, Delete

Search for an expense type

- M and IE Allowance.
- ^ 08. Meals - Multi segment trips
- M and IE Allowance - Interim Days
- M and IE Allowance - Travel Day**
- ^ 09. International Related Expenses
- Foreign Country Entry/ Exit Fees/Taxes

	Date	Amount	Requested
ston, Virginia	07/13/2021	\$236.01	\$236.01
S HEAD, North Carolina	07/12/2021	\$96.00	\$96.00
			Estimated Total: \$332.01

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

Manage Requests

New Expense: M and IE Allowance - Travel Day \$0.00
07/16/2021

Buttons: Cancel, Save

Allocate

Travel Day *
07/16/2021

TDY Location - City *
US | Roanoke, Virginia

Transaction Amount:

Currency: US, Dollar

Comment:

Buttons: Save, Cancel

4. Now select the M and IE – Interim Day Expense Type

Hotel Reservation at ROANOKE \$377.76
Not Submitted | Request ID: 43KJX

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Buttons: Add, Edit, Allocate, Delete

Search for an expense type

- M and IE Allowance.
- ^ 08. Meals - Multi segment trips
- M and IE Allowance - Interim Days**
- M and IE Allowance - Travel Day
- ^ 09. International Related Expenses
- Foreign Country Entry/Exit Fees/Taxes

	Date	Amount	Requested
Roanoke, Virginia	07/16/2021	\$45.75	\$45.75
Roanoke, Virginia	07/13/2021	\$236.01	\$236.01
ROANOKE HEAD, North Carolina	07/12/2021	\$96.00	\$96.00

Estimated Total: \$377.76

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

NOTE: you will need to add an M and IE Allowance – Interim Day expense item for each TDY location.

New Expense: M and IE Allowance - Interim Days \$0.00
07/16/2021

Buttons: Cancel, Save

Allocate

Last Day of Trip Segment *
07/13/2021

Days *
1

TDY Location - City *
US | Roanoke, Virginia

Transaction Amount: [] Currency: US, Dollar

Comment: []

Buttons: Save, Cancel

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M and IE Allowance - Interim Days \$132.00 07/16/2021 Cancel Save

Allocate

Last Day of Trip Segment * 07/16/2021

Days * ? 2

TDY Location - City * ? US Richmond, Virginia

Transaction Amount 132.00 Currency US, Dollar

Comment

Save Cancel

6. Now we will 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.

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Manage Requests

Hotel Reservation at ROANOKE \$509.76 More Actions Submit Request

Not Submitted | Request ID: 43KJX

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add Edit Allocate Delete

Search for an expense type

- M and IE Allowance.
- ^ 08. Meals - Multi segment trips
- M and IE Allowance - Interim Days
- M and IE Allowance - Travel Day**
- ^ 09. International Related Expenses
- Foreign Country Entry/ Exit Fees/Taxes

Expense Type	Location	Date	Amount	Requested
M and IE Allowance - Interim Days	Richmond, Virginia	07/16/2021	\$132.00	\$132.00
M and IE Allowance - Interim Days	Radston, Virginia	07/13/2021	\$236.01	\$236.01
M and IE Allowance - Interim Days	WGS HEAD, North Carolina	07/12/2021	\$96.00	\$96.00
<input type="checkbox"/> M and IE Allowance - Travel Day	Roanoke, Virginia	07/12/2021	\$45.75	\$45.75

Estimated Total: \$509.76

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

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Manage Requests

New Expense: M and IE Allowance - Travel Day \$0.00
07/16/2021

Allocate

Travel Day *
07/16/2021

TDY Location - City *
US | Richmond, Virginia

Transaction Amount | Currency: US, Dollar | Comment

Save | Cancel

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

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Manage Requests

Hotel Reservation at ROANOKE \$620.26
Not Submitted | Request ID: 43KJX

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Allocate | Delete

<input type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	M and IE Allowance - Travel Day	Richmond, Virginia	07/16/2021	\$49.50	\$49.50
<input type="checkbox"/>	M and IE Allowance - Travel Day	Roanoke, Virginia	07/12/2021	\$45.75	\$45.75
<input type="checkbox"/>	M and IE Allowance - Interim Days	Richmond, Virginia	07/15/2021	\$132.00	\$132.00
<input type="checkbox"/>	M and IE Allowance - Interim Days	Roanoke, Virginia	07/13/2021	\$61.00	\$61.00
<input type="checkbox"/>	Hotel Reservation (Self Booked)	Sandston, Virginia	07/13/2021	\$236.01	\$236.01
<input type="checkbox"/>	Hotel Reservation (Self Booked)	NAGS HEAD, North Carolina	07/12/2021	\$96.00	\$96.00
				Estimated Total:	\$620.26

[Manage Requests](#) [New Request](#) [Quick Search](#)

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