

Deducting Meals on a TDY Claim

Introduction This guide provides procedures for deducting meals from a TDY settlement claim.

Information When a meal is included in the admission/conference cost of a TDY trip, that meal should be deducted from the travel claim. This should be included in the travel orders.

Procedures See below.

Step	Action																																																				
1	<p>Enter in the entire itinerary. Click Accept Changes. Click Exceptions.</p> <p>Temporary Duty Trip View: Traveler</p> <p>TONO: 1117D17MEALS0000 Proceed Date: 1/27/2017 Type of order: Normal Number of Days: 3 End Date: 1/29/2017</p> <p>What's Authorized: Itinerary Reimbursables</p> <p>Duration of travel: Greater than or equal to 24 hours</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>1/27/2017 1/27/2017</td> <td>San Diego, CALIFORNIA Denver, COLORADO</td> <td>CP TD</td> <td><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>CQ</td> <td>CM</td> <td>0</td> <td>149.00</td> <td>10.00</td> <td>0</td> </tr> <tr> <td>1/29/2017 1/29/2017</td> <td>Denver, COLORADO San Diego, CALIFORNIA</td> <td>CP MC</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>NLG</td> <td></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> </tr> </tbody> </table> <p>Add / Edit Trip Itinerary</p> <p>Back Next Exceptions Occasionals Accept Changes Cancel Help</p>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	1/27/2017 1/27/2017	San Diego, CALIFORNIA Denver, COLORADO	CP TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	0	149.00	10.00	0	1/29/2017 1/29/2017	Denver, COLORADO San Diego, CALIFORNIA	CP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	0																
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2	<p>Locate the meal that needs to be deducted and select DED-Deductible (EUE) Essential Unit Mess from the drop-down. In order for the change to register in TPAX, you MUST use Tab on the keyboard to tab through the rest of the meals.</p> <p>Daily Exceptions View: Traveler</p> <p>SERGEANT, MARINE TONO: 1117D17MEALS0000</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Ldg Rate</th> <th>MIE Rate</th> <th>Brk Type</th> <th>Lun Type</th> <th>Din Type</th> <th>Lodg. Cost</th> <th>Lodg. Taxes</th> <th>Brk. Cost</th> <th>Lun. Cost</th> <th>Din. Cost</th> <th>Inc. Cost</th> </tr> </thead> <tbody> <tr> <td>1/27/2017</td> <td>LDP</td> <td>\$149.00</td> <td>\$69.00</td> <td></td> <td></td> <td></td> <td>149.00</td> <td>10.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1/28/2017</td> <td>LDP</td> <td>\$149.00</td> <td>\$69.00</td> <td></td> <td></td> <td>CM - Commercial Meals DED - Deductible(EUM)Essential Unit Mess</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1/29/2017</td> <td>LDP</td> <td>\$149.00</td> <td>\$69.00</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Default Daily Meals/Lodging Accept Changes Cancel Changes Help</p>	Date	Type	Ldg Rate	MIE Rate	Brk Type	Lun Type	Din Type	Lodg. Cost	Lodg. Taxes	Brk. Cost	Lun. Cost	Din. Cost	Inc. Cost	1/27/2017	LDP	\$149.00	\$69.00				149.00	10.00					1/28/2017	LDP	\$149.00	\$69.00			CM - Commercial Meals DED - Deductible(EUM)Essential Unit Mess							1/29/2017	LDP	\$149.00	\$69.00				0.00	0.00				
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Deducting Meals on a TDY Claim, Continued

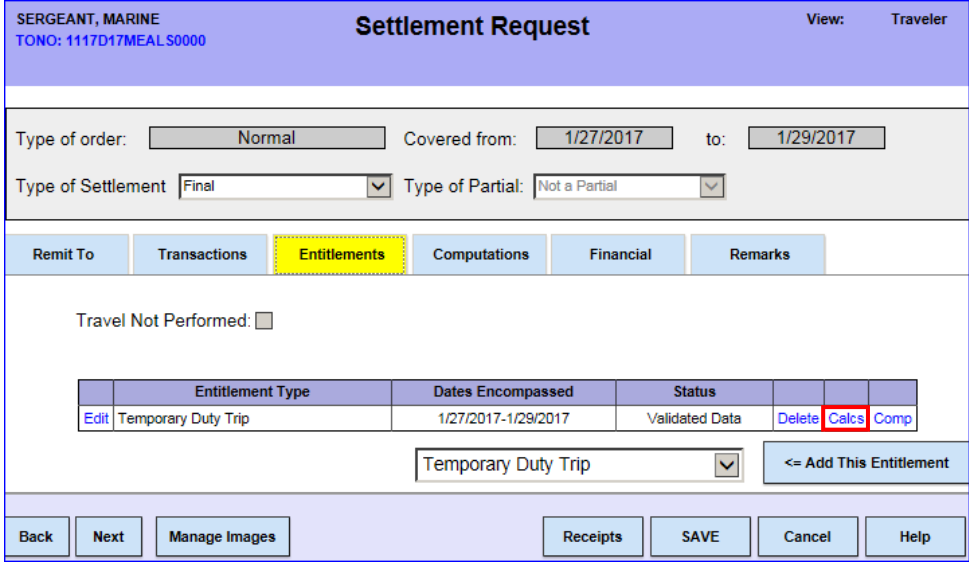
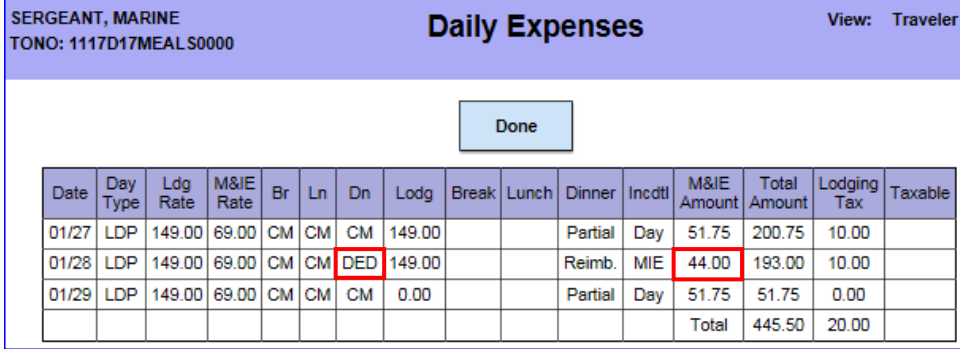
Procedures,
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Procedures,
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Step	Action
5	<p>The Entitlements tab appears. Click the Calcs Links.</p> 
6	<p>The Daily Expenses page opens. Verify that the change updated and the M&IE amount is lower.</p> 
7	<p>Include the reason for the deduction in the Voucher Remarks box. Click Save.</p> 