

Definition: Travel Allowance includes an allowance for meals and incidental expenses (M&IE). Incidental expenses (IE) include fees and tips given to porters, baggage carriers, hotel staff and staff on ships.

1. On your travel report click [Travel Allowance- Add Travel Allowance](#).



2.



Notes: If any meals, breakfast, lunch, or dinner are provided to you by another party, please check the applicable box to deduct the provided meal(s) from your travel meal allowance. Then click Finish.

Accounting for provided meals:

