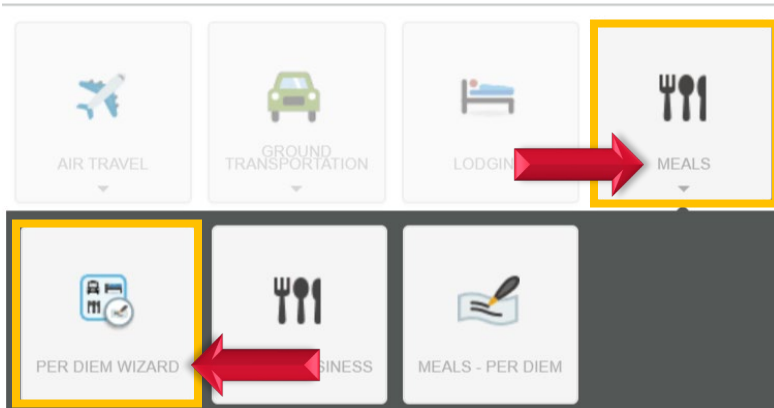


## Using the Per Diem Wizard

Click the **Meals** tile, and then click the **Per Diem Wizard** sub-tile.

- Note: The Per Diem Wizard tile should be used when an employee is traveling alone and when an employee is traveling with students, but the students are not receiving Per Diem.

### Add Pre-Approval Types







The Per Diem Wizard window below will open. Enter the **Start Date** and **End Date**. Do **NOT** edit travel times – leave them as is.

Enter the destination in the **Location** field using the city name and state (domestic) or the city and country (international). Do **NOT** use punctuation (e.g., commas).

- Example: Nashville Tennessee
- Example: London United Kingdom


Per Diem Wizard

Start Date    00:00

End Date    23:59

Days

Description Optional

Location 

# CHROME RIVER USER GUIDE

Click **Add Entries** at the bottom of the page.

- Note: Make sure the selection you chose includes the city, county, state, and country (domestic) or the city and country (international).

Per Diem Wizard ?

Start Date	09/18/2024	00:00 <span style="font-size: small;">▼</span>
End Date	09/21/2024	23:59 <span style="font-size: small;">▼</span>
Days	4	
Description <small>Optional</small>	Add Description	
Location <span style="font-size: small;">?</span>	<div style="border: 1px solid #ccc; padding: 2px;">             Nashville  <span style="background-color: #e0f0ff; padding: 2px;">Nashville-Davidson County, Tennessee (TN), United States</span>              Nashville-Holmes County, Ohio (OH), United States              Nashville-Barry County, Michigan (MI), United States           </div>	
GL Account		

Per Diem Wizard ?

Start Date	09/18/2024	00:00 <span style="font-size: small;">▼</span>
End Date	09/21/2024	23:59 <span style="font-size: small;">▼</span>
Days	4	
Description <small>Optional</small>	Add Description	
Location <span style="font-size: small;">?</span>	Nashville-Davidson County, Tennessee (TN), United States	
GL Account	70305	

# CHROME RIVER USER GUIDE

A list of the dates and the Per Diem amounts will appear on the right side of the screen. Review it to ensure that the correct city/state (domestic) or city/country (international) is selected.

Click **Add to Report**.

- It is recommended that no meal deductions be made on the Pre-Approval. Enter meals provided when completing the Expense Report.

DATE	LOCATION	AMOUNT
× Wed, 09/18/2024	Nashville, Tennessee (TN), United States	32.00 USD >
× Thu, 09/19/2024	Nashville, Tennessee (TN), United States	32.00 USD >
× Fri, 09/20/2024	Nashville, Tennessee (TN), United States	32.00 USD >
× Sat, 09/21/2024	Nashville, Tennessee (TN), United States	32.00 USD >

Clear All

i Add to Report

