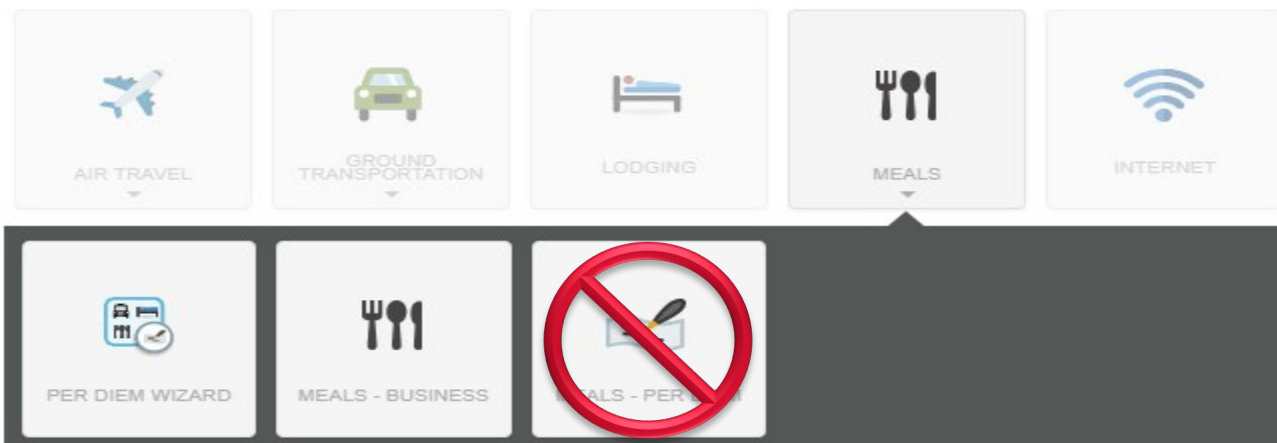


Meals (Per Diem) Expense Type







This expense type has three sub-mosaic tiles, which include: Per Diem Wizard, Meals – Business, and Meals – Per Diem.

- *Tip:* The Meals – Per Diem sub-mosaic tile is **NOT** to be used.















- *Tip:* Per Diem value is calculated using USI approved rates based on the trip destination.
- *Tip:* Per Diem Start Date and End Date times are shown using Military Time. This example shows the Start Date with a time of 6:00 a.m. and End Date with a time of 6:00 p.m.

Per Diem Wizard

Start Date	02/04/2019 	06:00 	
End Date	02/07/2019 	18:00 	

If Per Diem was added on the Pre-Approval, then it will appear in date order in the expense line items on the Expense Report.

The first day of Per Diem will need to be edited to include the trip Start Date's time. The last day of Per Diem will need to be edited to include the trip End Date's time.

Expenses For Archibald Eagle					
Eagle San Antonio TX 04Feb19					
0 Comments 0 Attachments					
DATE	EXPENSE	SPENT	PAY ME		
Mon 02/04/2019	 Meals - Per Diem	32.00 USD	32.00		
Tue 02/05/2019	 Meals - Per Diem	32.00 USD	32.00		
Wed 02/06/2019	 Meals - Per Diem	32.00 USD	32.00		
Thu 02/07/2019	 Taxi / Ride Share	50.00 USD	50.00		
Thu 02/07/2019	 Lodging	500.00 USD	0.00		

If Per Diem was added on the Pre-Approval, then skip to the *Editing Per Diem* section below.

If Per Diem was not estimated on the Pre-Approval and needs to be added to the Expense Report, then click the Meals mosaic tile and then click the Per Diem Wizard sub-mosaic tile.

- *Tip:* The trip Start Date's time and trip End Date's time will be entered at this time.

Enter the **Start Date** and corresponding time of departure.

Enter the **End Date** and corresponding time of departure.

Enter **Location**.

Click **Add Entries**.

Per Diem Wizard

Start Date



02/04/2019



06:00



End Date



02/06/2019



18:00



Days

3

Business Purpose

Attending ABC Conference to learn about XYZ Software for my department

Description
Optional

Add Description

Location



San Antonio-Bexar County, Texas (TX), United States

GL Account

70310

Allocation

01400 U-10001-01400-1300 College of Liberal Arts



Add Entries

Cancel

The Per Diem entries will appear on the right of the screen. Click on Add to Report at the bottom of the screen.



Add to Report

Proceed with the Editing Per Diem steps below.

Editing Per Diem

Editing of Per Diem will need to occur if meals were provided during the trip.

To edit the amount of Per Diem, click the Per Diem date expense line item that needs revising.

Expenses For Archibald Eagle		☰	⊕
Eagle San Antonio TX 04Feb19 ⓘ			
0 Comments 0 Attachments			
DATE	EXPENSE	SPENT	PAY ME 📎 💬 ⚠️
Mon 02/04/2019	Meals - Per Diem	32.00 USD	32.00 ✔️
Tue 02/05/2019	Meals - Per Diem	32.00 USD	32.00 ✔️
Wed 02/06/2019	Meals - Per Diem	32.00 USD	32.00 ✔️
Thu 02/07/2019	Taxi / Ride Share	50.00 USD	50.00 ⚠️
Thu 02/07/2019	Lodging	500.00 USD	0.00 ⚠️

The Per Diem line will open in a box to the right. Click **Edit**.

- *Tip:* If this date of Per Diem will not be claimed, or if all meals for this date are provided, then leaving the line item expense at \$0, click **Delete** to remove the entry from the Expense Report.

Images

Edit
Delete

Meals - Per Diem

Date 02/04/2019


Start Time 00:00




A more detailed Per Diem box will open.


Find the **Deductibles** row, which will have three boxes: Breakfast, Lunch and Dinner.

If Breakfast, Lunch, and/or Dinner was provided on the travel day or is not eligible due to the time of trip Start Date/End Date, then check the box next to the meal. This will deduct the meal from the Per Diem amount.

Click **Save**. Repeat this step as needed on the other Per Diem expense lines.

 **Meals - Per Diem**

Date	02/04/2019 
Start Time <small>Optional</small>	00:00 
End Time <small>Optional</small>	23:59 
Spent	32.00 USD
Business Purpose <small>Optional</small>	Attending ABC Conference to learn about XYZ Software for my department
Description <small>Optional</small>	
Location	San Antonio-Bexar County, Texas (TX), United States
GL Account	70310

Deductibles 

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner
<input type="checkbox"/> Lunch	