Create Per Diem Expense (Pre-Approval)

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1. Select the Meals tile

2. Select the Multiple Day Per Diem tile

3. Complete the expense tile form

- **Departure Date/Time:** Click the calendar icon to select the date which represents the anticipated departure date for this travel event. Enter the anticipated Departure Time if known, otherwise leave the default value.
- **End Date/Time:** Click the calendar icon to select the date which represents the anticipated return date for this travel event. Enter the anticipated End Time if known, otherwise leave the default value.
- **Days:** This field is display only
- **Description:** Provide any additional information about this expense. This field is optional for most expense types.
- **Location:** Select the location you are traveling to.

4. Click Add Entries at the bottom left side of the screen. Notice: The system will create an entry for each day.
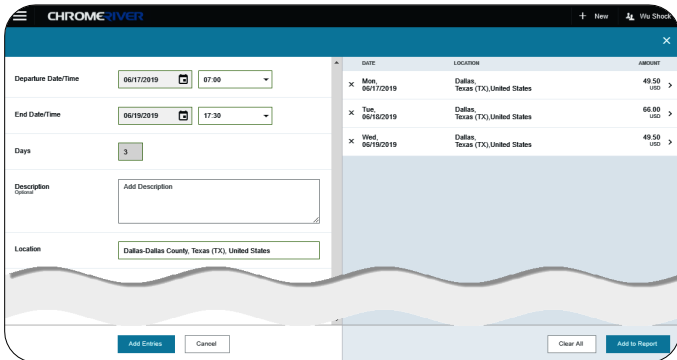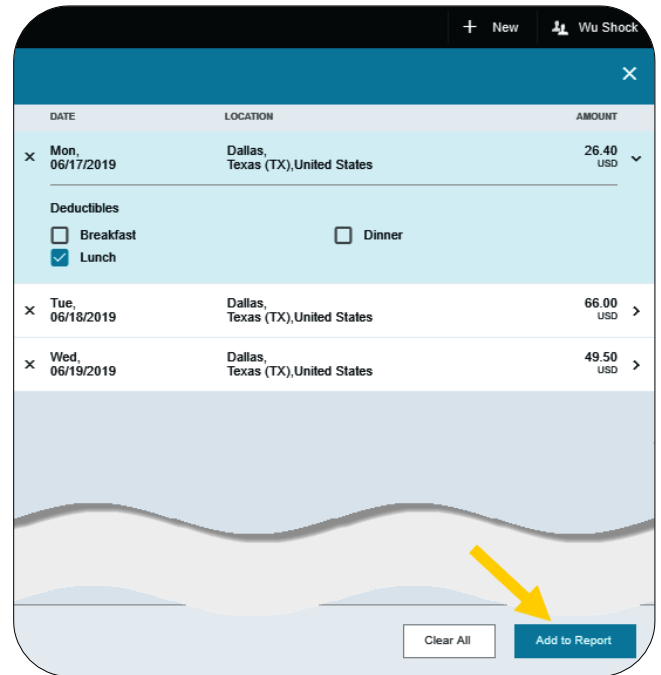

5. Clicking the down arrow next to each entry will open up the Deductibles section.

6. If you will be provided a meal as part of the travel event or conference, select the corresponding meals check box. Selecting the check box will reduce the Per Diem amount accordingly.

7. Click the Add to Report button.

8. The entries are added to the report.