

Quick Reference

Create Per Diem Expense (Pre-Approval)

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1. Select the Meals tile

Add Pre-Approval Types

AIR TRAVEL
TRAIN / RAIL
GROUND TRANSPORTATION
HOTEL
MEALS
CONFERENCE REGISTRATION / TRAINING
MISCELLANEOUS / OTHER
ZERO DOLLAR EXPENSE

2. Select the Multiple Day Per Diem tile

Add Pre-Approval Types

AIR TRAVEL
TRAIN / RAIL
GROUND TRANSPORTATION
HOTEL
MEALS
MULTIPLE DAY PER DIEM
FOOD NON-PER DIEM RELATED
CONFERENCE REGISTRATION / TRAINING
MISCELLANEOUS / OTHER
ZERO DOLLAR EXPENSE

3. Complete the expense tile form

Per Diem Wizard

Departure Date/Time: 06/17/2019 07:00

End Date/Time: 06/19/2019 17:30

Days: 3

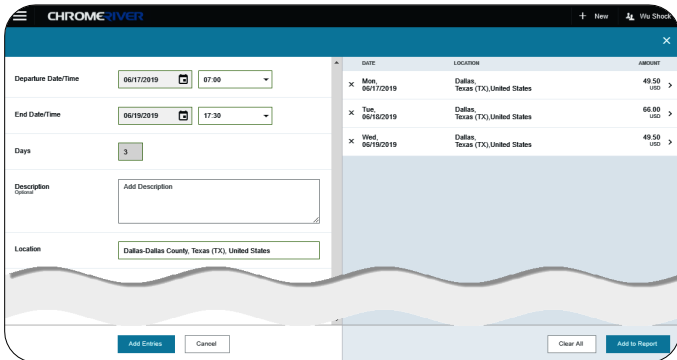
Description: Add Description

Location: Dallas-Dallas County, Texas (TX), United States

Add Entries Cancel

- **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.

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



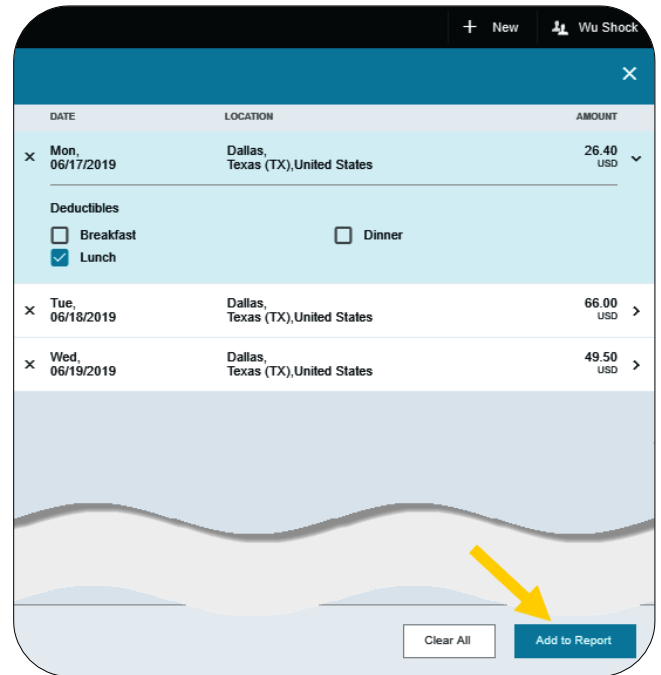
- Clicking the down arrow next to each entry will open up the Deductibles section.



- 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.



- Click the Add to Report button.



- The entries are added to the report.

