Expense Report – Meals Per Diem

Note: This training solely reviews Meals Per Diem. For training in regards to other meal types, go to Expense Report - Business Meals, Expense Report – Group Meals, Expense Report – Overtime Meals, or Expense Report – Meals Non-Taxable.

Meals - Per Diem Wizard:

1. Meals-Per Diem Wizard: If meals per diem is being claimed for multiple days, this expense type has the ability to post meals within a designated date range.
2. Start Date: The start date of travel retrieved from the ER Header. This date can be manually changed if needed.
3. End Date: The end date of travel retrieved from the ER Header. This date can be manually changed if needed.
4. Days: The number of days within that start date and end date.
5. Business Purpose: Brief description of the reason for travel.
6. Description (Optional): An optional explanation for this expense.
7. Location: Enter in the location of where the meal per diem expenses are being claimed. This location will drive the reimbursement rates. (Note this is by name only and not by zip-code)
8. Activity Code: If there is an activity code, select it from the pre-populated list.
9. Allocation: Insert the funding for the meals per diem expenses

10. Add Entries: After all of the information has been added, select this button to add the expenses

The days/daily rates are populated on the right hand side of the screen.
11. The user has the ability to select a day to alter the reimbursement amount by clicking on a single line item. Select the line item clicking on the arrow drop-down on the right-hand side.

12. The user can manually deduct meals from any day. For example, the traveler may have had a business meal for dinner on Saturday and will not be claiming per-diem for that meal. Click in the check-mark box to deduct the per-diem amount for that day.
The reimbursement amount for Saturday has now gone from $61.00 to $35.00.

13. Add to Report: After all of deductions have been finalized, select this button to post to the ER.

The meals-per diem for the designated date range has been posted to the ER.
**Important Note:** By default, the Meals Per Diem Wizard determines that the first day and last day inserted are both travel days. The travel day is checked off automatically and both of those days have a lower per diem rate. Continuous travel does not require a travel day deduction for changes in location. In the case that there is a multi-destination travel and the user has to insert another Meals Per Diem Wizard Expense, be sure to “uncheck” the **Travel Day** box for the first day as this is not the actual first day of travel.

**Ex.** The traveler is going on travel from May 1\(^{st}\) to May 10\(^{th}\). They are going to Dallas, Texas from May 1\(^{st}\)-5\(^{th}\) and then to Oklahoma City, Oklahoma from the 6\(^{th}\)-10\(^{th}\). The user is going to use the Meals Per Diem Wizard twice for both legs of the trip. The user should uncheck the **Travel Day** box for May 5\(^{th}\) and May 6\(^{th}\) as these are not considered travel days. The only days the **Travel Day** box should be checked off is May 1\(^{st}\) and May 10\(^{th}\).

**Meals - Per Diem (Single Day)**

If a user wishes to post meals-per diem for a single day, it is easier to use the Meals-Per Diem expense type instead of the Meals-Per Diem Wizard.

1. **Meals – Per Diem:** Select the only icon on the second row if the user wishes to add a meals-per diem expense for a single day.
2. Date: Choose the date for this expense. It defaults to today’s date, but can be manually changed.

3. Amount: This cannot be manually changed, but can altered through the deductions area. (See next page)


5. Description (Optional): An optional explanation for this expense.

6. Location: Enter in the location of where the meal per diem expense is being claimed. This location will drive the reimbursement rate. (Note: This location is by name only and not by zip-code)
7. **Activity Code**: If there is an activity code, select it from the pre-populated list.

8. **Deductibles**: If there are any meals that should not be reimbursed, check off which meals should be deducted from the expense line item.

9. **Allocation**: Insert the funding for the meals per diem expenses.

10. **Attachments**: If there are any receipts to be added, choose the Add Attachments button. Note: this is optional for the Meals-Per Diem expense type.
11. Save: Select this button in order to finalize all changes.

The Meals-Per Diem expense is now posted for that day.