TRADE APPLICATION

Expense

HELPFUL HINTS

• If traveling to Washington DC, select District of Columbia from the state drop-down menu and enter District of Columbia in the city field.

PROCEDURE

When entering Meals (Per Diem), click Calculate Amount. The destination field will determine the amount calculated.

If the Calculate Amount button is not visible, collapse the Firefly left menu (click on three horizontal lines at top left) or reduce the browser zoom.
The *Meals Details* pop-up box appears. If needed, click **Refresh** to populate the amounts.

If a meal was provided by an outside source, checkmark which meal was provided to reduce the per diem amount. Click **Refresh**, then **Ok**.

If personal dates were entered on the expense header, those dates are not editable and excluded from per diem.

If a day/location needs to be changed (e.g., multiple stop trip), select ☐ next to the State and search for the location.