MEALS PER DIEM

TRAVEL APPLICATION

Expense

PROCEDURE

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

The Meals Details pop-up box appears. 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.