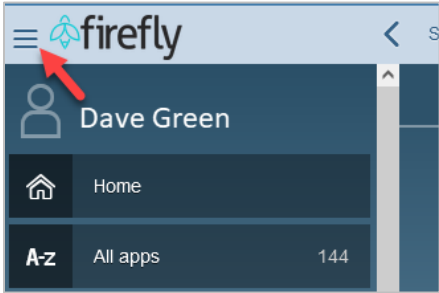## TRAVEL APPLICATION

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.

Meals (Per Diem)-Team

*Start Date: 11/27/2023	*End Date: 11/29/2023
*Destination: TUCSON	Comment:
*Country: United States	
*Amount: 0.00 USD - American Dollar Calculate Amount	

ⓘ 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.

☰ firefly ＜ S

👤 Dave Green

🏠 Home

A-z All apps   144

UNIVERSITY 1 OF Nebraska System

Nebraska State College System

The *Meals Details* pop-up box appears. If needed, click Refresh to populate the amounts.

	Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
					Meal Details				
	11/27/2023	US	AZ	Tucson	Pima	☐	☐	☐	0.00 USD
	11/28/2023	US	AZ	Tucson	Pima	☐	☐	☐	0.00 USD
	11/29/2023	US	AZ	Tucson	Pima	☐	☐	☐	0.00 USD
								Refresh	Ok

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

Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
				Meal Details				
11/27/2023	US	AZ	Tucson	Pima	☐	☐	☐	33.60 USD
11/28/2023	US	AZ	Tucson	Pima	☐	☑	☑	13.30 USD
11/29/2023	US	AZ	Tucson	Pima	☐	☐	☐	33.60 USD
							Refresh	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.

Country Code	Country	State	Destination	Location Defined
		Per Diem Data		
Search				🔍
US	USA	AL	All Others in AL	All Other Counties
US	USA	AL	Birmingham	Jefferson
US	USA	AL	Gulf Shores	Baldwin
US	USA	AL	Huntsville	Madison
US	USA	AL	Mobile	Mobile

UNIVERSITY OF Nebraska System

Nebraska State College System