

MEALS PER DIEM: MULTI-LOCATION TRIP

Updated January 24, 2024

TRAVEL APPLICATION

Expense

HELPFUL HINTS

 If a traveler has multiple destinations during a trip, the meals per diem calculation can be adjusted.

PROCEDURE

From within the expense report, open the Meals (Per Diem) expense by clicking anywhere on the row or enter a new expense line if needed.

Expected Expense
Expense Types

*Start Date: *Start Time:

*Trip Type:

*Country:

*State:

*City:

User Defined:

*End Date: *End Time:

*Request/Trip Name:

Approver:

*Business Purpose:

Amount:

Comment:

*Are any costs funded by an external entity?:

*Does this trip contain personal travel?:

Is this request mileage only?:

Expense Types

<input type="checkbox"/>	Transaction Date	Expense Type	City	Amount	Status
<input type="checkbox"/>	03/29/2023	Meals (Per Diem)	ATLANTA	129.52 USD	To Be Approved
<input type="checkbox"/>	03/29/2023	Airfare	ATLANTA	600.00 USD	To Be Approved
<input type="checkbox"/>	03/29/2023	Lodging	ATLANTA	500.00 USD	To Be Approved
<input type="checkbox"/>	03/29/2023	Registration/Conf Fees	ATLANTA	200.00 USD	To Be Approved

Click

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Expected Expense Cost Distribution Attachments

*Expense Type: Meals (Per Diem)

Meals (Per Diem)







*Start Date: 03/29/2023 *End Date: 03/31/2023

*Destination: ATLANTA Comment:

*Country: United States

*Amount: 129.52 USD Calculate Amount

Click  to search for another location.

Meal Details								
Date	Country	State	Destination	Location ...	Breakfast	Lunch	Dinner	Amount
03/29/2023	US 	GA 	Atlanta	Fulton / Dekalb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38.86 USD
03/30/2023	US 	GA 	Atlanta	Fulton / Dekalb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51.80 USD
03/31/2023	US 	GA 	Atlanta	Fulton / Dekalb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38.86 USD

Refresh Ok

Either type in the state abbreviation or scroll to find the location.

Per Diem Data			
Country	State	Destination	Location Defined
US	AL	Birmingham	Jefferson
US	AL	Gulf Shores	Baldwin
US	AL	Mobile	Mobile
US	AR	Hot Springs	Garland
US	AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the ci
US	AZ	Kayenta	Navajo
US	AZ	Phoenix / Scottsdale	Maricopa
US	AZ	Sedona	City Limits of Sedona

For this example, enter TN and select Nashville.

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Per Diem Data			
TN			
Country	State	Destination	Location Defined
US	OR	Portland	Multnomah
US	TN	Brentwood / Franklin	Williamson
US	TN	Chattanooga	Hamilton
US	TN	Knoxville	Knox
US	TN	Memphis	Shelby
US	TN	Nashville	Davidson

The meal detail line is updated with Nashville. Click **Refresh** to update the amount.

Meal Details								
Date	Country	State	Destination	Location ...	Breakfast	Lunch	Dinner	Amount
03/29/2023	US	GA	Atlanta	Fulton / Dekalb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38.86 USD
03/30/2023	US	GA	Atlanta	Fulton / Dekalb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51.80 USD
03/31/2023	US	TN	Nashville	Davidson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38.86 USD

Refresh Ok

The amount has been updated. Click **Ok**.

Meal Details								
Date	Country	State	Destination	Location ...	Breakfast	Lunch	Dinner	Amount
03/29/2023	US	GA	Atlanta	Fulton / Dekalb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38.86 USD
03/30/2023	US	GA	Atlanta	Fulton / Dekalb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51.80 USD
03/31/2023	US	TN	Nashville	Davidson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41.48 USD

Refresh Ok

The reimbursement amount total for meals per diem has been updated. Save the expense type.

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Expected Expense	Cost Distribution	Attachments
*Expense Type: Meals (Per Diem) <input type="text"/>		
Meals (Per Diem)		
*Start Date: 03/29/2023 <input type="text"/>		
*Destination: ATLANTA <input type="text"/>		
*Country: United States <input type="text"/>		
*Amount: 132.14 <input type="text"/> USD <input type="button" value="Calculate Amount"/>		