HELPFUL HINTS

- Meals per diem within a travel request is an estimation of allowed reimbursement.
- 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

To enter meals per diem, add an expense and select Meals (Per Diem) from the dropdown menu. The destination field will determine the amount calculated.

To determine meals per diem, click Calculate Amount button.

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.
A pop-up window appears. If desired, checkmark meals which are anticipated to be excluded. Click on Refresh to calculate all days/meals.

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

Click OK to return to expense entry.
The estimated amount will be entered in the expense line. Click **Save**.

### Expected Expense

- **Expense Type:** Meals (Per Diem)

**Meals (Per Diem)**

- **Start Date:** 01/24/2024
- **Destination:** Denver
- **Country:** United States
- **Amount:** 248.86 USD - American Dollar

- **Calculate Amount**