

PER DIEM MEALS WITH A TRAVEL REQUEST

Updated June 27, 2023

TRAVEL APPLICATION

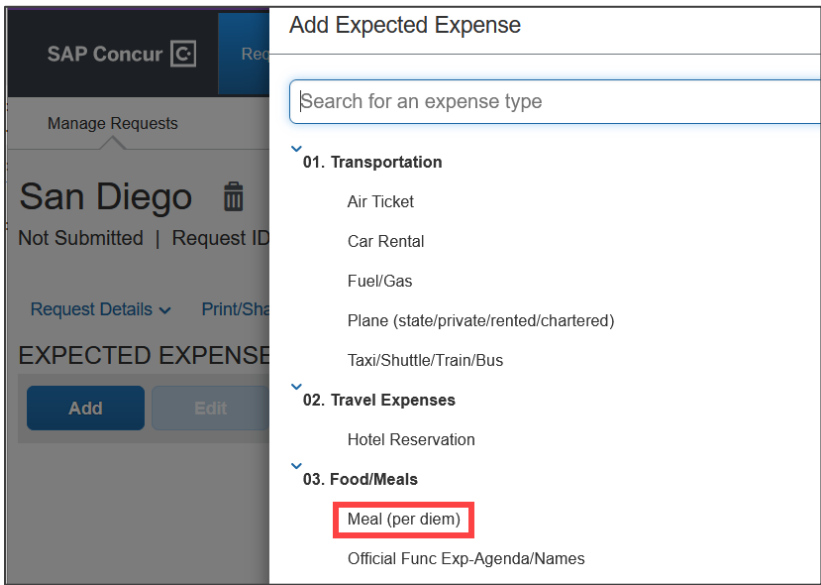
Request

HELPFUL HINTS

Reimbursement for meals while in travel status follow the per diem model. When creating a travel request, use the Meal (per diem) expense type.

PROCEDURE

To estimate meal reimbursement when creating a new travel request, select the Meal (per diem) option.



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Enter the total number of days of the trip and click **Save**.

The per diem will auto-calculate.

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Meal (per diem)	San Diego, California	08/01/2023	\$259.00	\$259.00
				\$259.00

Refer to the [Per Diem and Meal Expense QRG](#) for more details.