

PER DIEM MEALS WITH A TRAVEL REQUEST

Updated March 5, 2021

TRAVEL APPLICATION

Request

HELPFUL HINTS

As of January 1, 2021, reimbursement for meals while in travel status follow the per diem model. When creating a travel request, use the *Meal (per diem)* expense type.

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation	03. Food/Meals	06. Other
Fuel/Gas	Meal (per diem)	Misc Travel-parking/tolls/etc
Plane (state/private/rented /chartered)	Official Func Exp-Agenda/Names	Registration/Conf Fees
Taxi/Shuttle/Train/Bus	04. Mileage	Team/Group Costs
		Zero \$ Trip

PROCEDURE

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

Request AK7D Attachments Print / Email Delete Request Submit Request

Request/Trip Name: Washington DC Status: Not Submitted

Reason/Business Purpose: HR Conference

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
TOTAL AMOUNT		\$0.00	TOTAL REQUESTED
			\$0.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation	03. Food/Meals	06. Other
Fuel/Gas	Meal (per diem)	Misc Travel-parking/tolls/etc
Plane (state/private/rented /chartered)	Official Func Exp-Agenda/Names	Registration/Conf Fees
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		Zero \$ Trip

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

The screenshot shows a form for creating a travel request. The 'Expense Type' is set to 'Meal (per diem)'. The 'Request/Trip Start Date' is 02/25/2021 and the 'Request/Trip Business End Date' is 02/27/2021. The 'Destination City' is 'Washington, District of Columbia'. The '# of days' field is highlighted with a red box and contains the number '3'. The 'GSA rate' is set to 0.00. There are 'Save', 'Allocate', and 'Cancel' buttons at the bottom right.

The per diem will auto-calculate.

The screenshot shows the 'Request AK7D' page. The 'Request/Trip Name' is 'Washington DC' and the 'Reason/Business Purpose' is 'HR Conference'. The status is 'Not Submitted' with an amount of '\$159.60'. The expense table shows one entry for 'Meal (per diem)' on 02/25/2021 with an amount of \$159.60. The expense type selection list includes categories like Transportation, Food/Meals, and Other, with 'Meal (per diem)' selected.

Date	Expense Type	Amount	Requested
02/25/2021	Meal (per diem)	\$159.60	\$159.60

01. Transportation	03. Food/Meals	06. Other
Fuel/Gas	Meal (including tip)	Misc Travel-parking/tolls/etc
Plane (state/private/rented /chartered)	Meal (per diem)	Registration/Conf Fees
Taxi/Shuttle/Train/Bus	Official Func Exp-Agenda/Names	Team/Group Costs
	04. Mileage	Zero \$ Trip

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