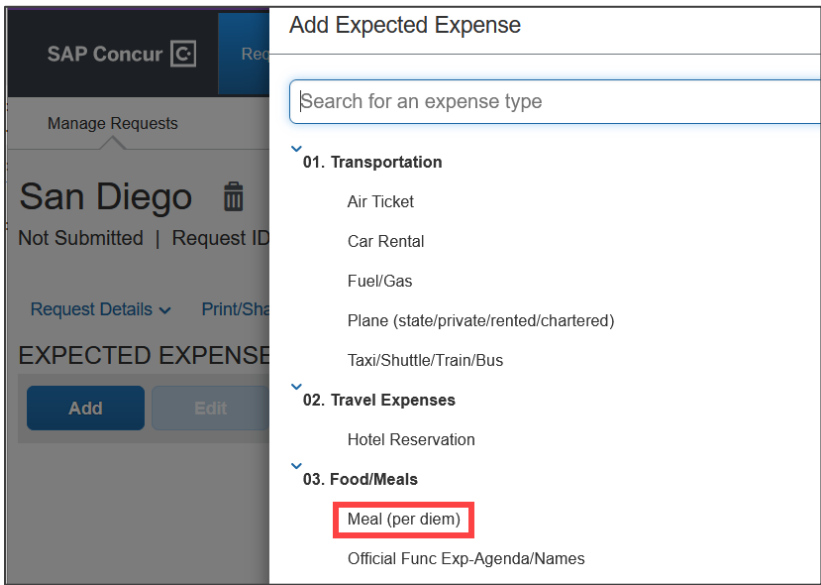## TRAVEL APPLICATION

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.

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

The per diem will auto-calculate.

Refer to the *Per Diem and Meal Expense QRG* for more details.