TRAVEL APPLICATION

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.

PROCEDURE

To estimate meal reimbursement when creating a new travel request, select the Meal (per diem) option.
PER DIEM MEALS WITH A TRAVEL REQUEST

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.