

Meals Per Diem: Request

Updated March 18, 2026

Travel Application

Request

Helpful Hints

- Meals per diem within a travel request is an estimation of allowed reimbursement.
- If traveling to Washington DC, the location (city and state) on the report header needs to be *District of Columbia*.

Procedure

To enter meals per diem, add an expense line 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*.

The screenshot shows a web form titled "Expected Expense". Under the "Expected Expense" section, there is a dropdown menu for "Expense Type" set to "Meals (Per Diem)". Below this, the "Meals (Per Diem)" section contains several input fields: "Start Date" (04/06/2026), "End Date" (04/11/2026), "Country" (United States), "Destination" (Denver), "Entered Amount" (0.00), and "Amount" (0.00). A "Calculate Amount" button is highlighted with a red box. There are also "Save" and "Cancel" buttons at the top right of the form.

Note: 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. Checkmark meals which are expected to be excluded from reimbursement.













The screenshot shows a table titled "Meal Details". The table has the following columns: "Exclude All", "Date", "Country", "State", "Destination", "County", "Breakfast Provided", "Lunch Provided", "Dinner Provided", and "Amount". The "Breakfast Provided", "Lunch Provided", and "Dinner Provided" columns are highlighted with a red box. The table contains several rows of data, each representing a meal request for a specific date and location.

Exclude All	Date	Country	State	Destination	County	Breakfast Provided	Lunch Provided	Dinner Provided	Amount
<input type="checkbox"/>	04/06/2026	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48.30 USD
<input type="checkbox"/>	04/07/2026	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.40 USD
<input type="checkbox"/>	04/08/2026	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.40 USD
<input type="checkbox"/>	04/09/2026	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.40 USD
<input type="checkbox"/>	04/10/2026	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.40 USD
<input type="checkbox"/>	04/11/2026	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48.30 USD

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

Exclude All	Date	Country	State	Destination	County	Breakfast Provided	Lunch Provided	Dinner Provided	Amount
<input type="checkbox"/>	04/06/2026	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48.30 USD
<input type="checkbox"/>	04/07/2026	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.40 USD
<input type="checkbox"/>	04/08/2026	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.40 USD
<input type="checkbox"/>	04/09/2026	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.40 USD
<input type="checkbox"/>	04/10/2026	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.40 USD
<input type="checkbox"/>	04/11/2026	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48.30 USD

[Refresh](#) [Ok](#)

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

[Save](#) [Cancel](#)

Expected Expense

Expected Expense

Expense Type: Meals (Per Diem)

Meals (Per Diem)

Start Date: 04/06/2026 End Date: 04/11/2026

Country: United States Comment:

Destination: Denver

Entered Amount: 354.20 USD - American Dollar [Calculate Amount](#)

Amount: 354.20 USD - American Dollar