

TRAVEL APPLICATION

Expense

HELPFUL HINTS

 If a traveler has multiple destinations during a trip, the meals per diem calculation can be adjusted.

PROCEDURE

From within the expense report, open the Meals (Per Diem) expense by clicking anywhere on the row or enter a new expense line if needed.

Expected Expense
Expense Types

*Start Date: *Start Time:

*Trip Type:

*Country:

*State:

*City:

User Defined:

*End Date: *End Time:

*Request/Trip Name:

Approver:

*Business Purpose:

Amount: USD

Comment:

*Are any costs funded by an external entity?:

*Does this trip contain personal travel?:

Is this request mileage only?:

Expense Types

| Transaction Date | Expense Type | City | Amount | Status |
|-------------------------------------|------------------------|---------|------------|----------------|
| <input type="checkbox"/> 03/29/2023 | Meals (Per Diem) | ATLANTA | 129.52 USD | To Be Approved |
| <input type="checkbox"/> 03/29/2023 | Airfare | ATLANTA | 600.00 USD | To Be Approved |
| <input type="checkbox"/> 03/29/2023 | Lodging | ATLANTA | 500.00 USD | To Be Approved |
| <input type="checkbox"/> 03/29/2023 | Registration/Conf Fees | ATLANTA | 200.00 USD | To Be Approved |

Click [Calculate Amount](#).

MEALS PER DIEM: MULTI-LOCATION TRIP

Expected Expense Cost Distribution Attachments

*Expense Type: Meals (Per Diem)

Meals (Per Diem)

*Start Date: 03/29/2023 *End Date: 03/31/2023

*Destination: ATLANTA Comment:

*Country: United States *Amount: 129.52 USD **Calculate Amount**

Click  to search for another location.

| Meal Details | | | | | | | | |
|--------------|--|--|-------------|-----------------|--------------------------|--------------------------|--------------------------|-----------|
| Date | Country | State | Destination | Location ... | Breakfast | Lunch | Dinner | Amount |
| 03/29/2023 | US  | GA  | Atlanta | Fulton / Dekalb | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38.86 USD |
| 03/30/2023 | US  | GA  | Atlanta | Fulton / Dekalb | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51.80 USD |
| 03/31/2023 | US  | GA  | Atlanta | Fulton / Dekalb | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38.86 USD |

Refresh Ok

Either type in the state abbreviation or scroll to find the location.

| Per Diem Data | | | |
|---------------|-------|--------------------------|--------------------------------|
| Country | State | Destination | Location Defined |
| US | AL | Birmingham | Jefferson |
| US | AL | Gulf Shores | Baldwin |
| US | AL | Mobile | Mobile |
| US | AR | Hot Springs | Garland |
| US | AZ | Grand Canyon / Flagstaff | Coconino / Yavapai less the ci |
| US | AZ | Kayenta | Navajo |
| US | AZ | Phoenix / Scottsdale | Maricopa |
| US | AZ | Sedona | City Limits of Sedona |

For this example, enter TN and select Nashville.

MEALS PER DIEM: MULTI-LOCATION TRIP

Travel Quick Reference Guide

Updated January 24, 2024

| Per Diem Data | | | | |
|---------------|-------|----------------------|------------------|--|
| TN | | | | |
| Country | State | Destination | Location Defined | |
| US | OR | Portland | Multnomah | |
| US | TN | Brentwood / Franklin | Williamson | |
| US | TN | Chattanooga | Hamilton | |
| US | TN | Knoxville | Knox | |
| US | TN | Memphis | Shelby | |
| US | TN | Nashville | Davidson | |

The meal detail line is updated with Nashville. Click **Refresh** to update the amount.

| Meal Details | | | | | | | | | |
|--------------|--|--|-------------|-----------------|--------------------------|--------------------------|--------------------------|-----------|--|
| Date | Country | State | Destination | Location ... | Breakfast | Lunch | Dinner | Amount | |
| 03/29/2023 | US  | GA  | Atlanta | Fulton / Dekalb | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38.86 USD | |
| 03/30/2023 | US  | GA  | Atlanta | Fulton / Dekalb | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51.80 USD | |
| 03/31/2023 | US  | TN  | Nashville | Davidson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38.86 USD | |

The amount has been updated. Click **Ok**.

| Meal Details | | | | | | | | | |
|--------------|--|--|-------------|-----------------|--------------------------|--------------------------|--------------------------|-----------|--|
| Date | Country | State | Destination | Location ... | Breakfast | Lunch | Dinner | Amount | |
| 03/29/2023 | US  | GA  | Atlanta | Fulton / Dekalb | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38.86 USD | |
| 03/30/2023 | US  | GA  | Atlanta | Fulton / Dekalb | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51.80 USD | |
| 03/31/2023 | US  | TN  | Nashville | Davidson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41.48 USD | |

Refresh **Ok**

The reimbursement amount total for meals per diem has been updated. Save the expense type.

| Expected Expense | Cost Distribution | Attachments |
|---|-------------------|-------------|
| <p>*Expense Type: Meals (Per Diem)</p> <p>Meals (Per Diem)</p> <p>*Start Date: 03/29/2023 <input type="button" value="Calendar"/></p> <p>*Destination: ATLANTA <input type="button" value="Select"/></p> <p>*Country: United States <input type="button" value="Select"/></p> <p>*Amount: <input type="text" value="132.14"/> <input type="button" value="USD"/> <input type="button" value="Calculate Amount"/></p> | | |