TRAVEL APPLICATION

Expense

HELPFUL HINTS

- If traveling to Washington DC, the location (city and state) on the report header needs to be *District of Columbia*.
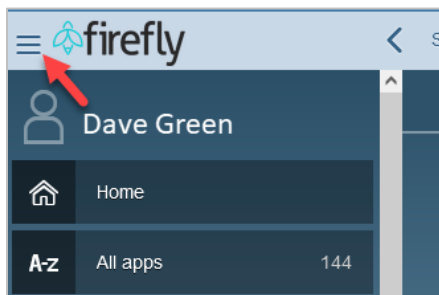
PROCEDURE

When entering *Meals (Per Diem)*, click *Calculate Amount*. The *destination* field will determine the amount calculated.

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.

Updated April 4, 2025

The *Meals Details* pop-up box appears. If needed, click Refresh to populate the amounts.

				Meal Details				
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
11/27/2023	US	AZ	Tucson	Pima	☐	☐	☐	0.00 USD
11/28/2023	US	AZ	Tucson	Pima	☐	☐	☐	0.00 USD
11/29/2023	US	AZ	Tucson	Pima	☐	☐	☐	0.00 USD

Refresh   Ok

If a meal was provided by an outside source, checkmark which meal was provided to reduce the per diem amount. Click Refresh, then Ok.

				Meal Details				
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
11/27/2023	US	AZ	Tucson	Pima	☐	☐	☐	33.60 USD
11/28/2023	US	AZ	Tucson	Pima	☐	☑	☑	13.30 USD
11/29/2023	US	AZ	Tucson	Pima	☐	☐	☐	33.60 USD

Refresh   Ok

If personal dates were entered on the expense header, those dates are not editable and excluded from per diem.

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

		Per Diem Data		
Search				🔍
Country Code	**Country**	**State**	**Destination**	**Location Defined**
US	USA	AL	All Others in AL	All Other Counties
US	USA	AL	Birmingham	Jefferson
US	USA	AL	Gulf Shores	Baldwin
US	USA	AL	Huntsville	Madison
US	USA	AL	Mobile	Mobile

UNIVERSITY OF Nebraska System

Nebraska State College System