

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 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* button.

Expected Expense

*Expense Type:

Meals (Per Diem)

▼

Meals (Per Diem)

*Start Date:

01/24/2024

📅

*End Date:

01/28/2024

📅

*Destination:

Denver

▼

Comment:

*Country:

United States

▼

*Amount:

0.00

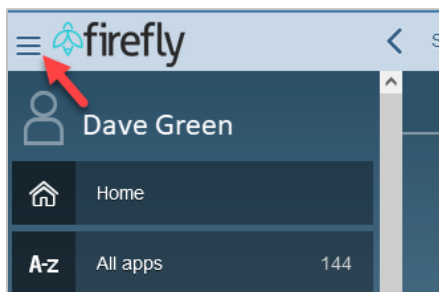
USD - American Dollar

▼

Calculate Amount



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.



MEALS PER DIEM

A pop-up window appears. If desired, checkmark meals which are anticipated to be excluded. Click on *Refresh* to calculate all days/meals.

Meal Details								
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
01/24/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
01/25/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
01/26/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
01/27/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
01/28/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
								Refresh Ok

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	Delaware

Click *OK* to return to expense entry.

Meal Details								
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
01/24/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41.48 USD
01/25/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55.30 USD
01/26/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55.30 USD
01/27/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55.30 USD
01/28/2024	US	CO	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41.48 USD
								Refresh Ok

MEALS PER DIEM

Travel Quick Reference Guide

Updated April 4, 2025

The estimated amount will be entered in the expense line. Click  Save.

Expected Expense

*Expense Type:

Meals (Per Diem) ▾

Meals (Per Diem)

*Start Date:

01/24/2024 

*Destination:

Denver ▾

*Country:

United States ▾

*Amount:

248.86

USD - American Dollar ▾

Calculate Amount