

# PER DIEM

Adding Per Diem to an expense report



# MEALS PER DIEM: This step begins with your Report Header creation.

emburse chromeriver

Marcus Jacob Andrews University

Expenses For Marcus Jacob

San Diego : Chrome River Training

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

The Date range mentioned here drives the Per Diem Date Range.

**ONLY** add Per Diem Expenses to TRIP Expense Reports.

Please **DO NOT** add Per Diem Expenses to a general expense report where the date ranges are not Trip specific. This can often lead to errors, rectifications and expense report returns.

You have not added any expenses.

[+ Add Expense](#)

PDF Images Delete Edit

Expenses For Marcus Jacob

Report Name San Diego : Chrome River Training

Person Classification Staff

Start Date 10/06/2024

End Date 10/14/2024

Fiscal Year FY 24-25

Business Purpose Conducting CR Training for SDA Academies and Universities

Pre-Approval Expense Summary

Import from Pre-Approval [ADD PRE-APPROVAL REPORT](#)

Comments (0)

Add Comment Post

Attachments (0)

Drag image here to upload [Add Attachments](#)

Expense Report 010040642355

Total Pay Me Amount 0.00 USD

Submit

# MEALS PER DIEM

San Diego : Chrome River Training

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

## Step 1

Select Meal/Entertainment Tab >  
Meals – Per Diem Wizard

You have not added any expenses.

+ Add Expense

Expense Report  
010040642355

Total Pay Me Amount  
0.00 USD

Submit

Add  
Expenses

Create New

eWallet

- All
- Trips
- Cash Advance
- Credit Card
- Offline
- Authorization
- Recycle Bin

eReceipts

- Receipt Gallery



AIR TRAVEL



GROUND  
TRANSPORTATION



HOTEL



TRAVEL-OTHER



MEALS / ENTERTAINMENT



MEALS - PER DIEM  
WIZARD



(0711) BUSINESS  
WORKING MEALS



DAY TRIP MEALS



(0722) EMPLOYEE  
SOCIALS



(0700) ENTERTAINMENT  
EXP



TELECOM



SUPPLIES



DUES / FEES



PROFESSIONAL  
DEVELOPMENT



RESEARCH



ADVERTISING / PROMO /  
STUDENT RECRUITING



EQUIPMENT



FACILITY EXPENSE



STUDENT ACTIVITIES /  
TRIPS



ADMINISTRATIVE



SPECIAL DEPARTMENTAL  
EXPENSE



SOFTWARE / WEB  
SERVICE



ADVANCE TRAINING



CPE



MISCELLANEOUS



CAPITAL



STUDENT CLUB  
ACCOUNTS



ITEMIZATION

# MEALS PER DIEM: Per Diem Wizard Opens – Fill in details

## Per Diem Wizard

**Start Date** 10/06/2024 00:00

**End Date** 10/14/2024 23:59

**Days** 9

**Business Purpose** CR Training Sessions

**Additional Information** Add Additional Information

**Select the applicable Per Diem Rate Option** University Per Diem

**Location** Andrews University, Michigan (MI), United States

**Account Code** (9430) Other Travel

**Allocation**  
11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT  
- Select Activity Code (if applicable)

+ Add Allocation Presets

CREATE PRESET

Cancel Add To Preview Clear All

### Step 2

Start Date & End Date are preloaded as it has been entered while creating the Expense Report.

### Step 3

University Per Diem Rate is automated. Do Not change this selection.

Location: **ALWAYS** select Andrews University, Michigan. DO NOT enter any other Location in this space.

Add **Account Code & Allocation / FOAPAL Codes** as needed.

Click > Add to Preview

# MEALS PER DIEM

## Per Diem Wizard

**Start Date** 10/15/2024 00:00

**End Date** 23:59

**Days** 0

**Business Purpose** CR Training Sessions

**Additional Information** Add Additional Information

**Select the applicable Per Diem Rate Option** University Per Diem

**Location** Andrews University, Michigan (MI), United States

**Account Code** (9430) Other Travel

**Allocation**

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation Presets

CREATE PRESET

Cancel

Add To Preview

## Per Diem Rates Preview

> Sun 10/06/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Mon 10/07/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Tue 10/08/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Wed 10/09/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Thu 10/10/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Fri 10/11/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Sat 10/12/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Sun 10/13/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Mon 10/14/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		

## Step 5

Per Diem Rates Preview Window Opens

In this section, you are to check the meals that **ARE PROVIDED** to you during the Trip.

# MEALS PER DIEM

## Per Diem Wizard

**Start Date** 10/15/2024 00:00

**End Date** 23:59

**Days** 0

**Business Purpose** CR Training Sessions

**Additional Information** Optional Add Additional Information

**Select the applicable Per Diem Rate Option** University Per Diem

**Location** Andrews University, Michigan (MI), United States

**Account Code** (9430) Other Travel

**Allocation**

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation Presets CREATE PRESET

## Per Diem Rates Preview

<input checked="" type="checkbox"/>	Sun 10/06/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
<b>DEDUCTIBLES</b>					
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner					
>	Mon 10/07/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Tue 10/08/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Wed 10/09/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Thu 10/10/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Fri 10/11/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Sat 10/12/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Sun 10/13/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Mon 10/14/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		

## By Default,

All Per Diem Rates are set at \$45.00  
Individual Days need to be edited.  
Indicate which meals were provided during the trip for each day.


# MEALS PER DIEM

## Travel Days

When travelling, your first and last day are considered as Travel Days.

In this example;  
10/6/24 & 10/14/24 are designated as Travel Days.


For this to be indicated on Chrome River, please follow the steps on the next few slides.

Click on the Edit Icon  on your first / last travel day.



Location  Andrews University, Michigan (MI), United States

Account Code (9430) Other Travel

Allocation 

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation Presets 

CREATE PRESET

Cancel

Add To Preview

## Per Diem Rates Preview

<input type="checkbox"/>	Sun 10/06/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
<b>DEDUCTIBLES</b>					
<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner
>	Mon 10/07/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Tue 10/08/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Wed 10/09/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Thu 10/10/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Fri 10/11/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Sat 10/12/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Sun 10/13/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
>	Mon 10/14/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		

 Apply

# MEALS PER DIEM: Travel Day Edit Page

## Travel Days

Since 10/6/24 & 10/14/24 are Travel Days. Follow this procedure.

Under the deductible's header, there should be a check box for Travel Day.

If you see this, please check the box and click Save.

If you do not see it, change the start time to any time.  
After this is done, the page will refresh making the Travel Day option available to select.

This is shown in the next slide.

### Edit Per Diem

Date	10/06/2024
Start Time <small>Optional</small>	00:00
End Time <small>Optional</small>	23:59
Business Purpose <small>Optional</small>	CR Training Sessions
Additional Information <small>Optional</small>	
Location	Andrews University, Michigan (MI), United States

### Deductibles

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner
<input type="checkbox"/> Lunch	

Account Code	(9430) Other Travel
--------------	---------------------

### Allocation

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT
- Select Activity Code (if applicable)

+ Add Allocation    + Presets

Cancel    Save



# MEALS PER DIEM: Travel Day Edit Page

Per Diem Wizard

## Travel Days

Travel Days rate is set at \$33.75

10/6/24 & 10/14/24

Start time was changed making the Travel Day option in the Deductibles appear.

Select the Travel Day option and click Save.  
DO NOT Select any other meal option when the Travel Days box is selected.

### Edit Per Diem

Date: 10/06/2024

Start Time: 00:30

End Time: 23:59

Business Purpose: CR Training Sessions

Additional Information:

Location: Andrews University, Michigan (MI), United States

**Deductibles**

Breakfast

Lunch

Dinner

Travel Day

Additional Deduction

Account Code: (9430) Other Travel

**Allocation**

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation Presets

CREATE PRESET

Cancel Save

# MEALS PER DIEM

Per Diem Wizard

## Per Diem: When 1 meal is provided

10/07/24 Monday

Select **Breakfast** if this meal was provided. Amount changes accordingly. Amount for one meal provided is set at \$35.00



### Additional Information

Optional  
Add Additional Information

### Select the applicable Per Diem Rate Option

University Per Diem

### Location

Andrews University, Michigan (MI), United States

### Account Code

-- Select --

### Allocation

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation Presets

CREATE PRESET

Cancel

Add To Preview

### Per Diem Rates Preview

> Sun 10/06/2024 00:30-23:59	Andrews University, Michigan (MI), United States	33.75 USD		
▼ Mon 10/07/2024 00:00-23:59	Andrews University, Michigan (MI), United States	35.00 USD		
DEDUCTIBLES				
<input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner				
> Tue 10/08/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Wed 10/09/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Thu 10/10/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Fri 10/11/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Sat 10/12/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Sun 10/13/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Mon 10/14/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		

Clear All

Apply

# MEALS PER DIEM

Per Diem Wizard

## Per Diem: When 2 meals are provided

10/08/24 Tuesday

Select **Breakfast & Lunch** if these meals were provided. Amount changes accordingly. Amount for two meals provided is set at \$25.00



### Additional Information

Add Additional Information

### Select the applicable Per Diem Rate Option

University Per Diem

### Location

Andrews University, Michigan (MI), United States

### Account Code

-- Select --

### Allocation

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation Presets

CREATE PRESET

Cancel

Add To Preview

### Per Diem Rates Preview

> Sun 10/06/2024 00:30-23:59	Andrews University, Michigan (MI), United States	33.75 USD		
> Mon 10/07/2024 00:00-23:59	Andrews University, Michigan (MI), United States	35.00 USD		
▼ Tue 10/08/2024 00:00-23:59	Andrews University, Michigan (MI), United States	25.00 USD		
DEDUCTIBLES				
<input checked="" type="checkbox"/> Breakfast				
<input checked="" type="checkbox"/> Lunch				
<input type="checkbox"/> Dinner				
> Wed 10/09/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Thu 10/10/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Fri 10/11/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Sat 10/12/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Sun 10/13/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Mon 10/14/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		

Clear All

Apply

# MEALS PER DIEM

Per Diem Wizard ⓘ

## Per Diem: When 3 meals are provided / Fully Entertained

10/09/24 Wednesday

Select **Breakfast, Lunch & Dinner** if all meals were provided. Amount changes accordingly. Amount for the whole day meals is set at \$15.00

### Additional Information

Optional

Add Additional Information

### Select the applicable Per Diem Rate Option

University Per Diem

### Location ⓘ

Andrews University, Michigan (MI), United States

### Account Code

-- Select --

### Allocation

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation + Presets

CREATE PRESET

Cancel

Add To Preview

### Per Diem Rates Preview ⓘ

> Sun 10/06/2024 00:30-23:59	Andrews University, Michigan (MI), United States	33.75 USD	🗑️ ✎️
> Mon 10/07/2024 00:00-23:59	Andrews University, Michigan (MI), United States	35.00 USD	🗑️ ✎️
> Tue 10/08/2024 00:00-23:59	Andrews University, Michigan (MI), United States	25.00 USD	🗑️ ✎️
✓ Wed 10/09/2024 00:00-23:59	Andrews University, Michigan (MI), United States	15.00 USD	🗑️ ✎️
DEDUCTIBLES			
<input checked="" type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lunch	<input checked="" type="checkbox"/> Dinner	
> Thu 10/10/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD	🗑️ ✎️
> Fri 10/11/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD	🗑️ ✎️
> Sat 10/12/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD	🗑️ ✎️
> Sun 10/13/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD	🗑️ ✎️
> Mon 10/14/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD	🗑️ ✎️

Clear All

Apply

# MEALS PER DIEM

## Per Diem Wizard

**Start Date** 10/15/2024 00:00


**End Date** 23:59

**Days** 0

**Business Purpose** CR Training Sessions

**Per Diem: When NO meals are provided**

If no meals were provided during these dates, leave the boxes unchecked.

The rate is set at **\$45.00** 

**Account Code** -- Select --

**Allocation**

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation Presets CREATE PRESET

## Per Diem Rates Preview

> Sun 10/06/2024 00:30-23:59	Andrews Univ, Michigan (MI), United States	33.75 USD		
> Mon 10/07/2024 00:00-23:59	Andrews University, Michigan (MI), United States	35.00 USD		
> Tue 10/08/2024 00:00-23:59	Andrews University, Michigan (MI), United States	25.00 USD		
> Wed 10/09/2024 00:00-23:59	Andrews University, Michigan (MI), United States	15.00 USD		
▼ Thu 10/10/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
DEDUCTIBLES				
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner		
> Fri 10/11/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Sat 10/12/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Sun 10/13/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Mon 10/14/2024 00:30-23:59	Andrews University, Michigan (MI), United States	33.75 USD		

# MEALS PER DIEM

## Per Diem Wizard

Start Date 10/15/2024 00:00

End Date 23:59

Days 0

### Step 6

Once this section is filled in and Per Diem selected for each day of the trip. Click **Apply**

Select the applicable Per Diem Rate Option University Per Diem

Location Andrews University, Michigan (MI), United States

Account Code -- Select --

#### Allocation

11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT

- Select Activity Code (if applicable)

+ Add Allocation Presets

CREATE PRESET

Cancel

Add To Preview

Clear All



Apply

## Per Diem Rates Preview

> Sun 10/06/2024 00:30-23:59	Andrews University, Michigan (MI), United States	33.75 USD		
> Mon 10/07/2024 00:00-23:59	Andrews University, Michigan (MI), United States	35.00 USD		
> Tue 10/08/2024 00:00-23:59	Andrews University, Michigan (MI), United States	25.00 USD		
> Wed 10/09/2024 00:00-23:59	Andrews University, Michigan (MI), United States	15.00 USD		
> Thu 10/10/2024 00:00-23:59	Andrews University, Michigan (MI), United States	45.00 USD		
> Fri 10/11/2024 00:00-23:59	Andrews University, Michigan (MI), United States	25.00 USD		
> Sat 10/12/2024 00:00-23:59	Andrews University, Michigan (MI), United States	15.00 USD		
> Sun 10/13/2024 00:00-23:59	Andrews University, Michigan (MI), United States	35.00 USD		
> Mon 10/14/2024 00:30-23:59	Andrews University, Michigan (MI), United States	33.75 USD		

# MEALS PER DIEM: Completed

Expenses For  
Marcus Jacob

San Diego : Chrome River Training

DATE	EXPENSE	SPENT	PAY ME
Sun 10/08/2024	Meals - Per Diem	33.75 USD	33.75 ✓
Mon 10/07/2024	Meals - Per Diem	35.00 USD	35.00 ✓
Tue 10/08/2024	Meals - Per Diem	25.00 USD	25.00 ✓
Wed 10/09/2024	Meals - Per Diem	15.00 USD	15.00 ✓
Thu 10/10/2024	Meals - Per Diem	45.00 USD	45.00 ✓
Fri 10/11/2024	Meals - Per Diem	25.00 USD	25.00 ✓
Sat 10/12/2024	Meals - Per Diem	15.00 USD	15.00 ✓
Sun 10/13/2024	Meals - Per Diem	35.00 USD	35.00 ✓
Mon 10/14/2024	Meals - Per Diem	33.75 USD	33.75 ✓

Once Applied, Per Diem Dates for the Trip are added to the report as separate entries per Trip dates.

Expense Report 010040642355	Total Pay Me Amount <b>262.50</b> USD	<b>Submit</b>
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## Add Expenses

Create New

- eWallet
  - All
  - Trips
  - Cash Advance
  - Credit Card
  - Offline
  - Authorization
  - Recycle Bin

## eReceipts

- Receipt Gallery

- AIR TRAVEL
- GROUND TRANSPORTATION
- HOTEL
- TRAVEL-OTHER
- MEALS / ENTERTAINMENT
- TELECOM
- SUPPLIES
- DUES / FEES
- PROFESSIONAL DEVELOPMENT
- RESEARCH
- ADVERTISING / PROMO / STUDENT RECRUITING
- EQUIPMENT
- FACILITY EXPENSE
- STUDENT ACTIVITIES / TRIPS
- ADMINISTRATIVE
- SPECIAL DEPARTMENTAL EXPENSE
- SOFTWARE / WEB SERVICE
- ADVANCE TRAINING
- CYE
- MISCELLANEOUS
- CAPITAL
- STUDENT CLUB ACCOUNTS
- ITEMIZATION

# Thank You !!

Contact Marcus Jacob at [trexp@andrews.edu](mailto:trexp@andrews.edu) for queries or questions.

