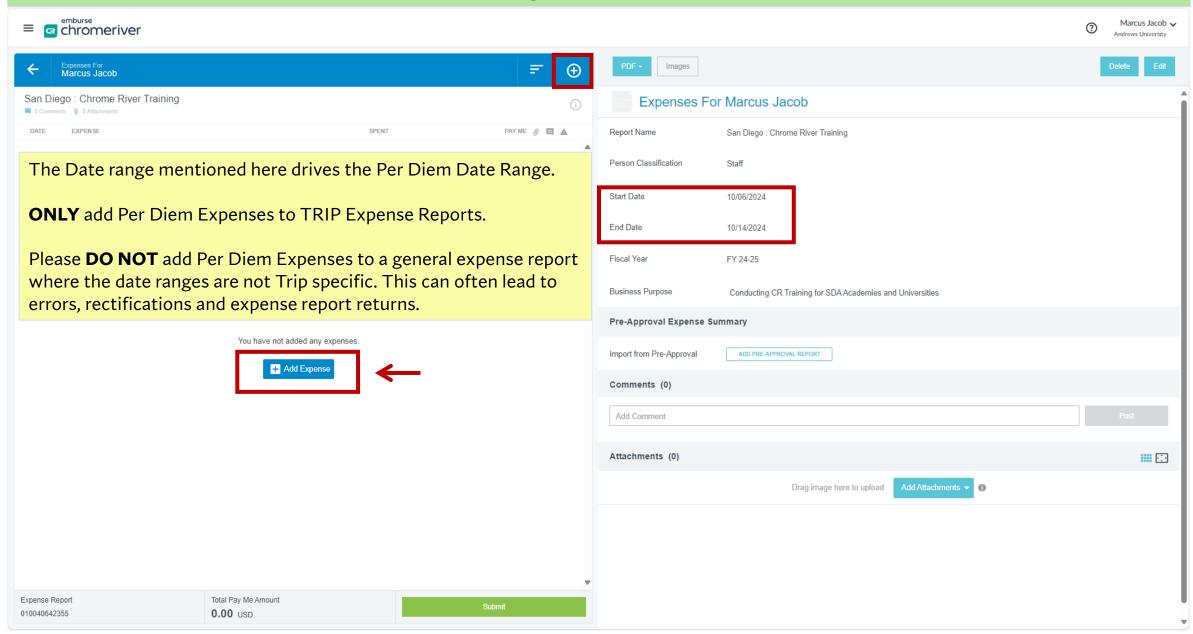
# PERDEM

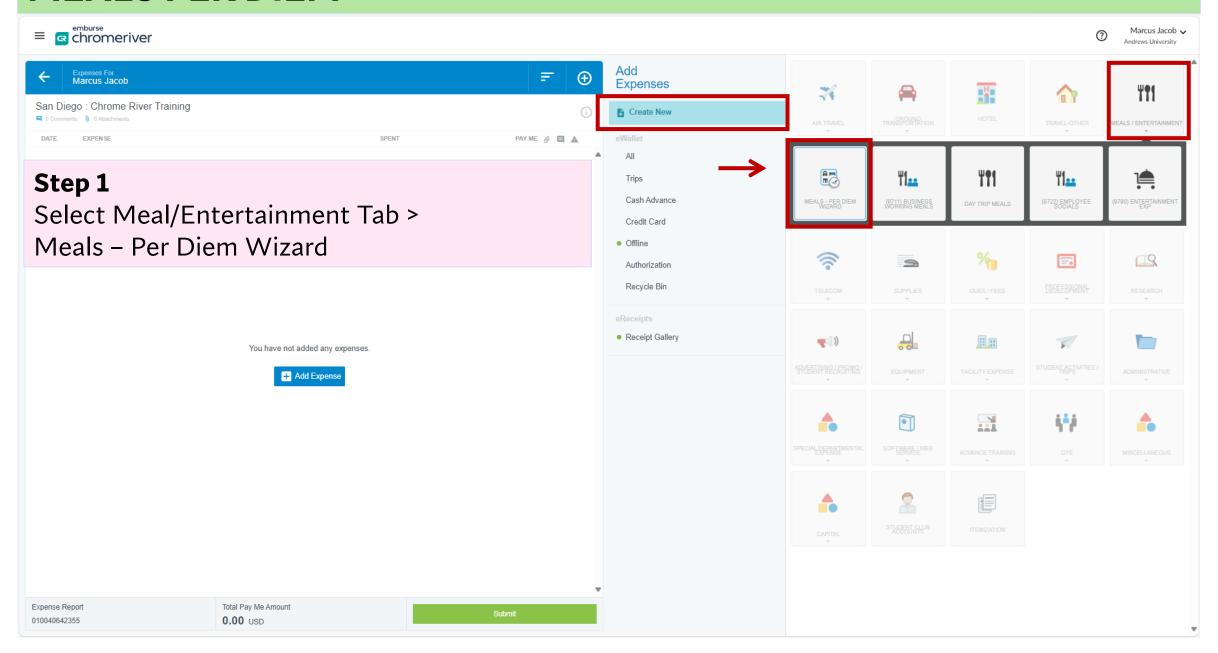
Adding Per Diem to an expense report



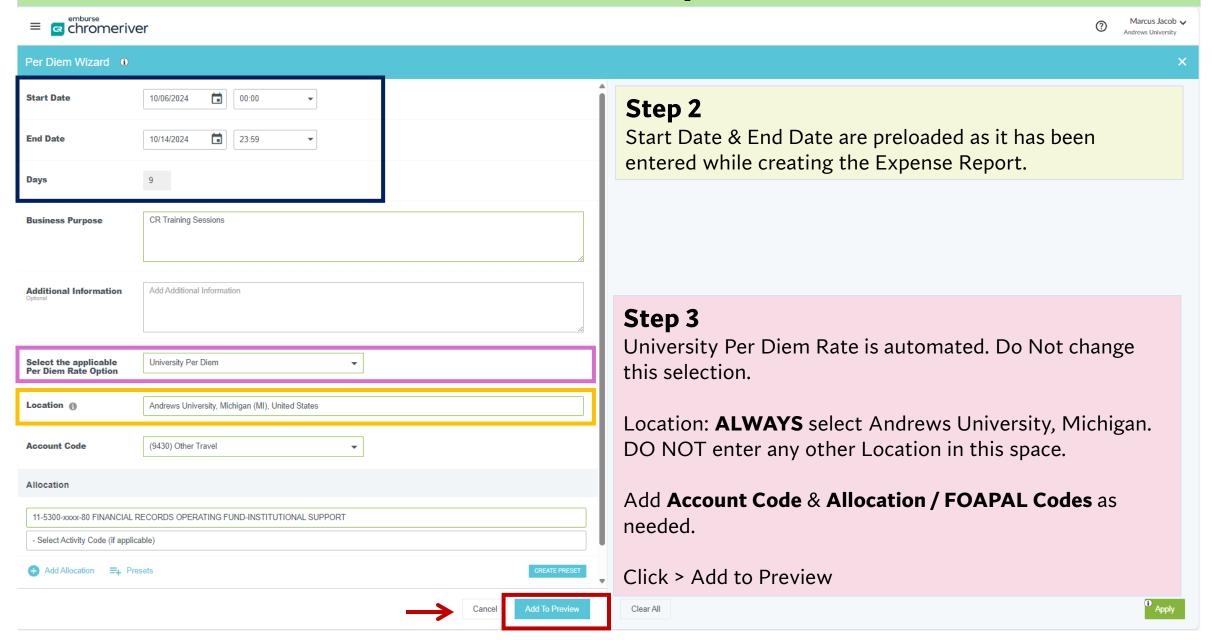


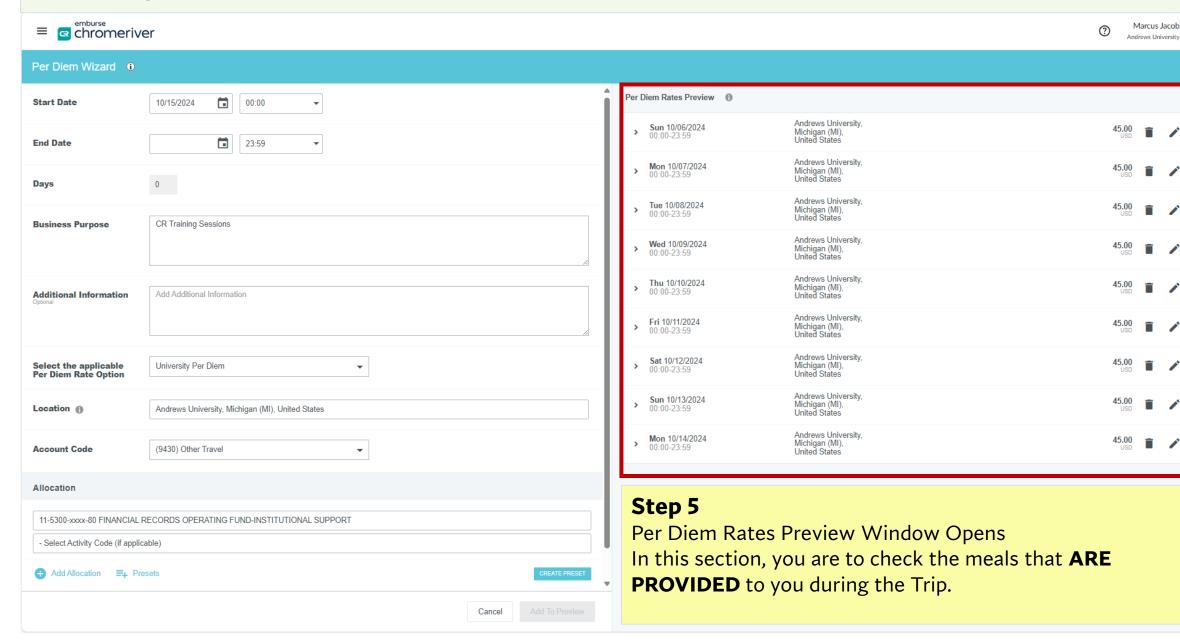
### **MEALS PER DIEM:** This step begins with your Report Header creation.



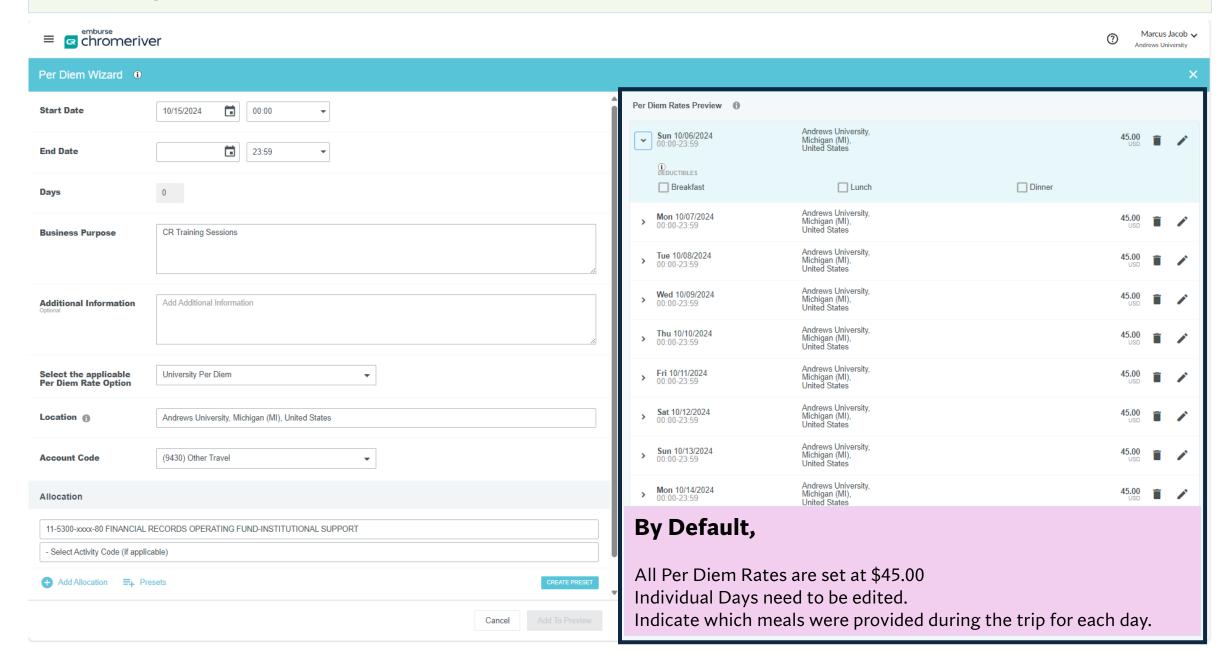


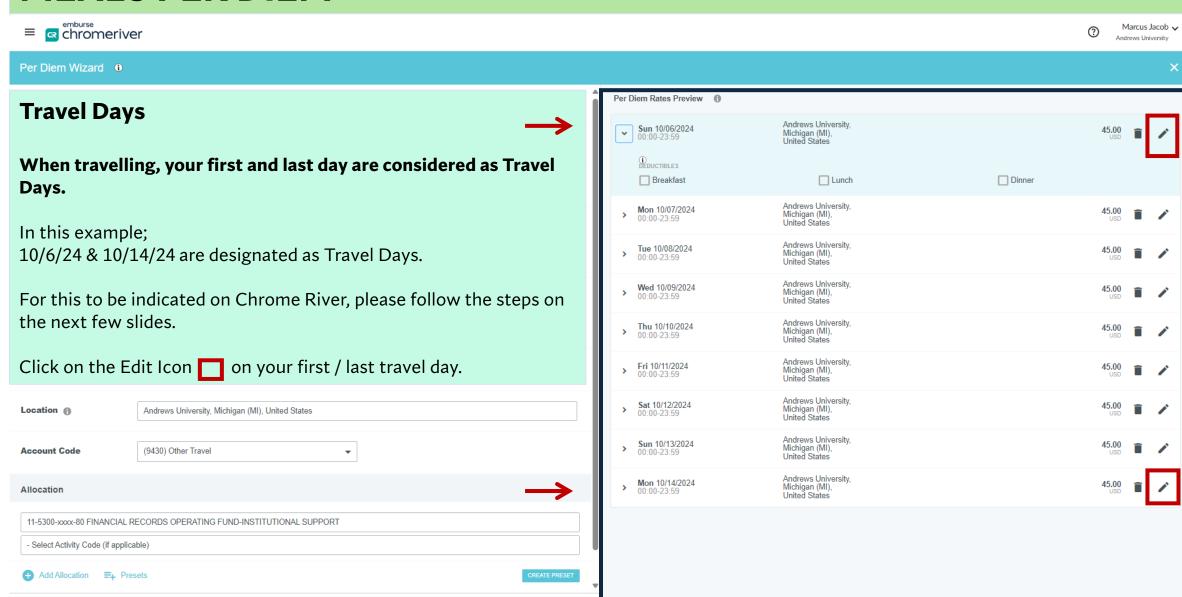
### **MEALS PER DIEM: Per Diem Wizard Opens – Fill in details**





Marcus Jacob V





Clear All

Cancel

## **MEALS PER DIEM: Travel Day Edit Page**





Per Diem Wizard •

#### **Travel Days**

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

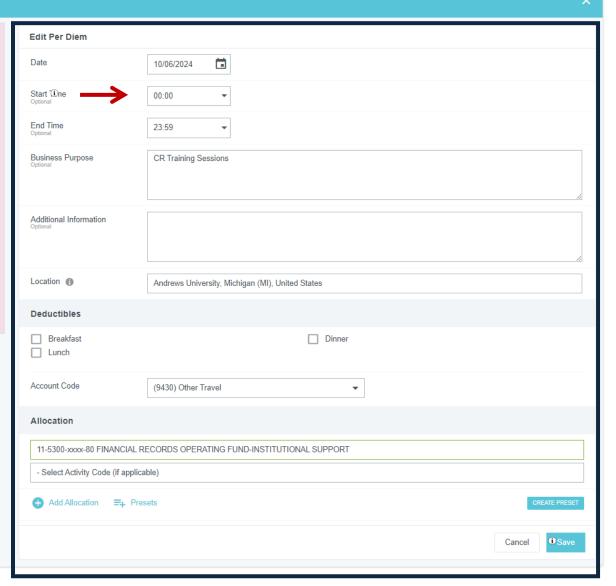
Under the deductible's header, there should be a check box for Travel Day.

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.



## **MEALS PER DIEM: Travel Day Edit Page**





Per Diem Wizard 0

#### **Travel Days**

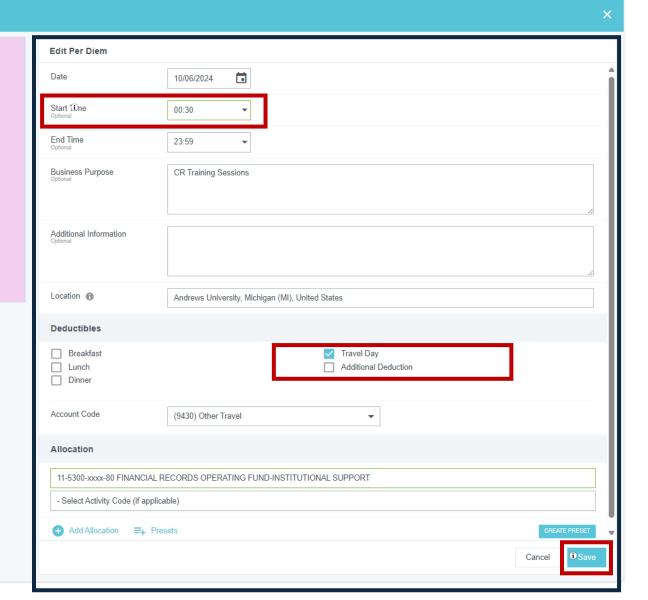
**Travel Days** rate is set at \$33.75

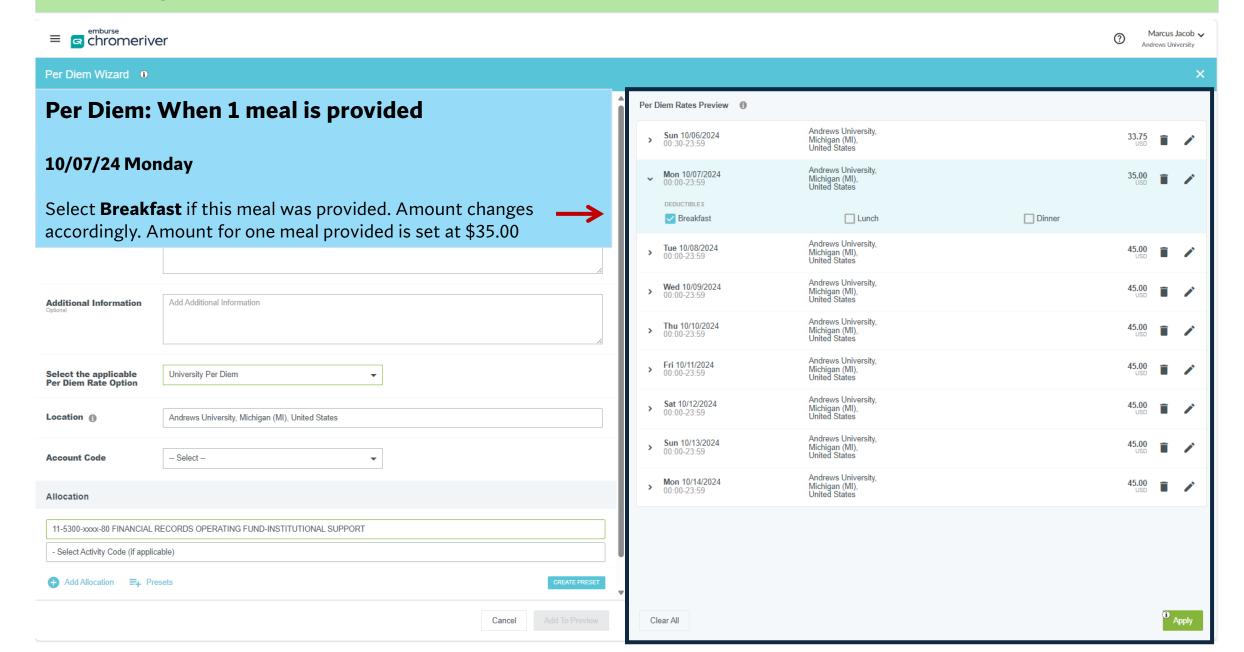
10/6/24 & 10/14/24

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.





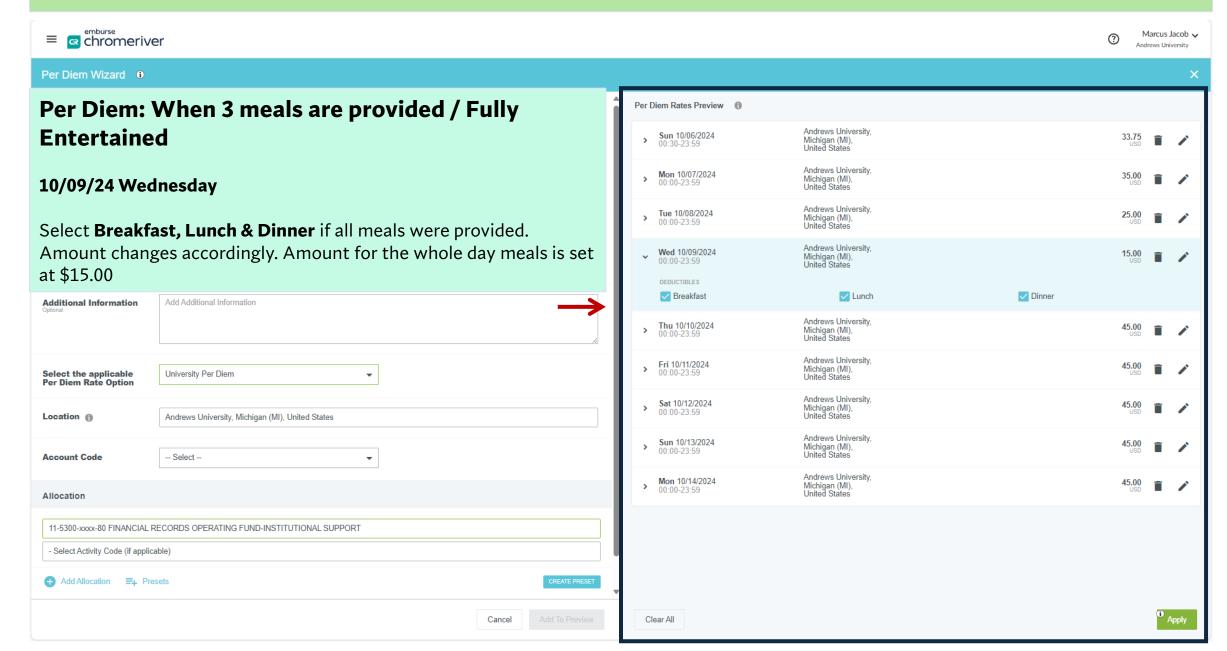


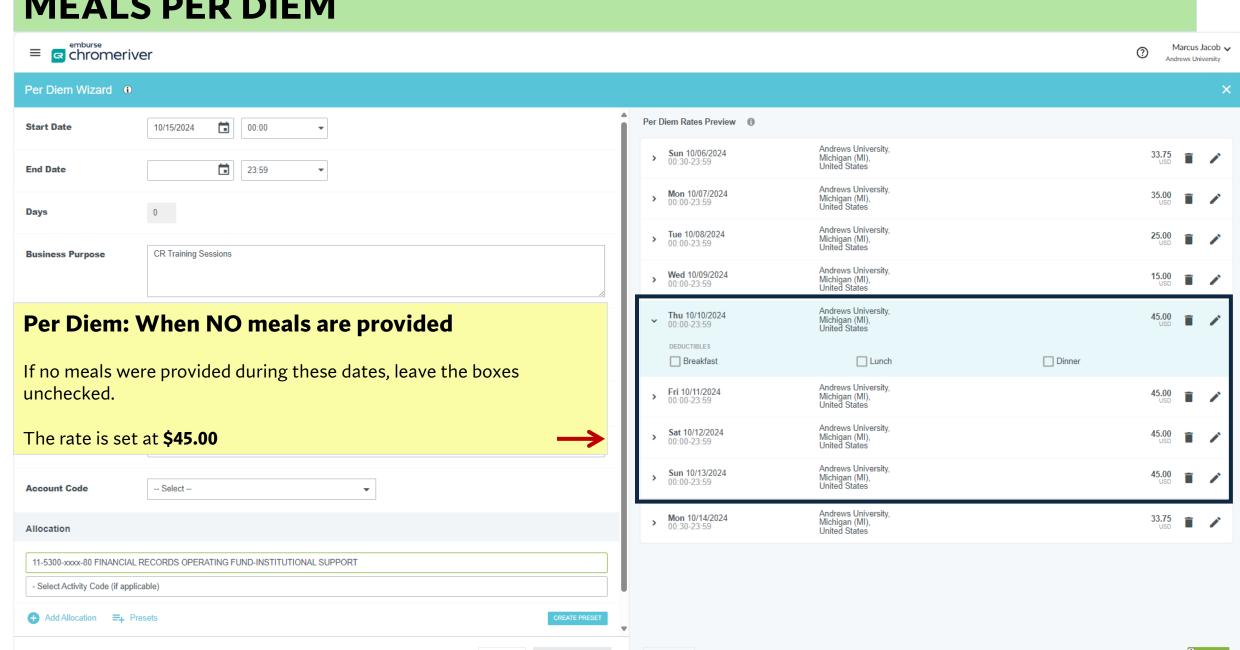
Marcus Jacob 🗸 Andrews University

= chromeriver Per Diem Wizard 0 Per Diem: When 2 meals are provided Andrews University Sun 10/06/2024 33.75 Michigan (MI), United States 10/08/24 Tuesday Andrews University Mon 10/07/2024 35.00 Michigan (MI), United States Select Breakfast & Lunch if these meals were provided. Amount Andrews University, Tue 10/08/2024 Michigan (MI), United States changes accordingly. Amount for two meals provided is set at \$25.00 DEDUCTIBLES Lunch Dinner Breakfast Andrews University, Michigan (MI), United States Wed 10/09/2024 45.00 USD Add Additional Information **Additional Information** Andrews University Thu 10/10/2024 Michigan (MI), United States Andrews University Fri 10/11/2024 45.00 USD Michigan (MI), United States Select the applicable University Per Diem Per Diem Rate Option Andrews University Sat 10/12/2024 45.00 USD Michigan (MI), United States Location ( Andrews University, Michigan (MI), United States Andrews University Sun 10/13/2024 45.00 Michigan (MI), United States -- Select --**Account Code** • Andrews University Mon 10/14/2024 45.00 Michigan (MI), United States Allocation 11-5300-xxxx-80 FINANCIAL RECORDS OPERATING FUND-INSTITUTIONAL SUPPORT Select Activity Code (if applicable) Add Allocation ≡ Presets

Clear All

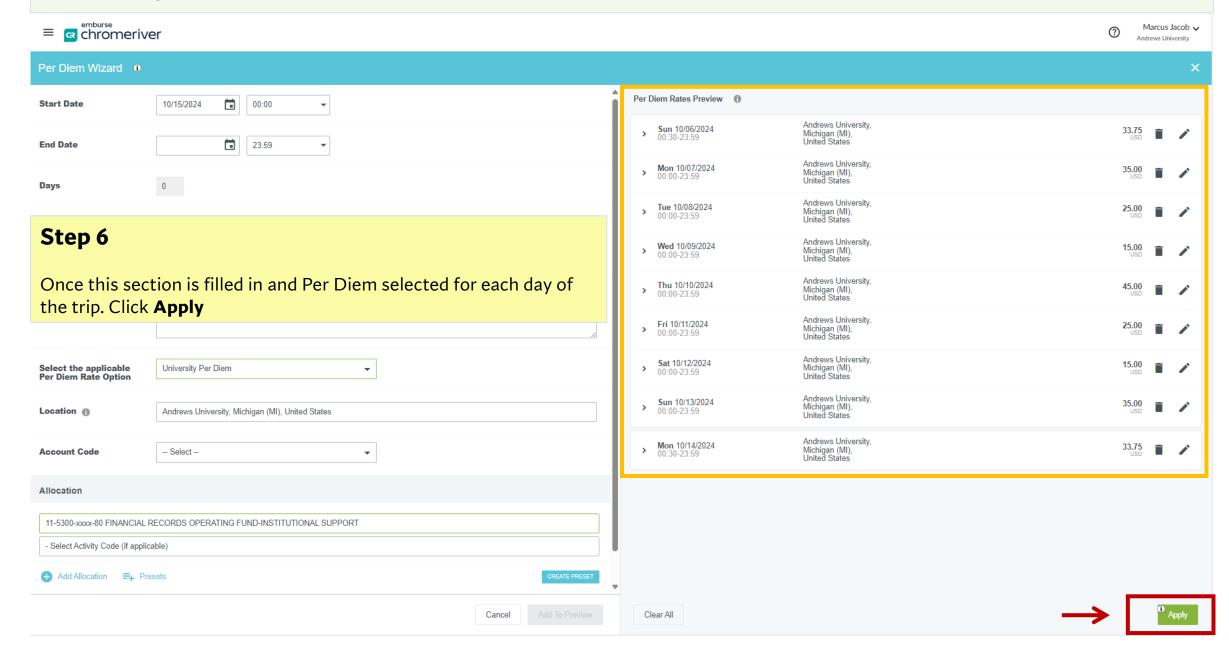
Cancel





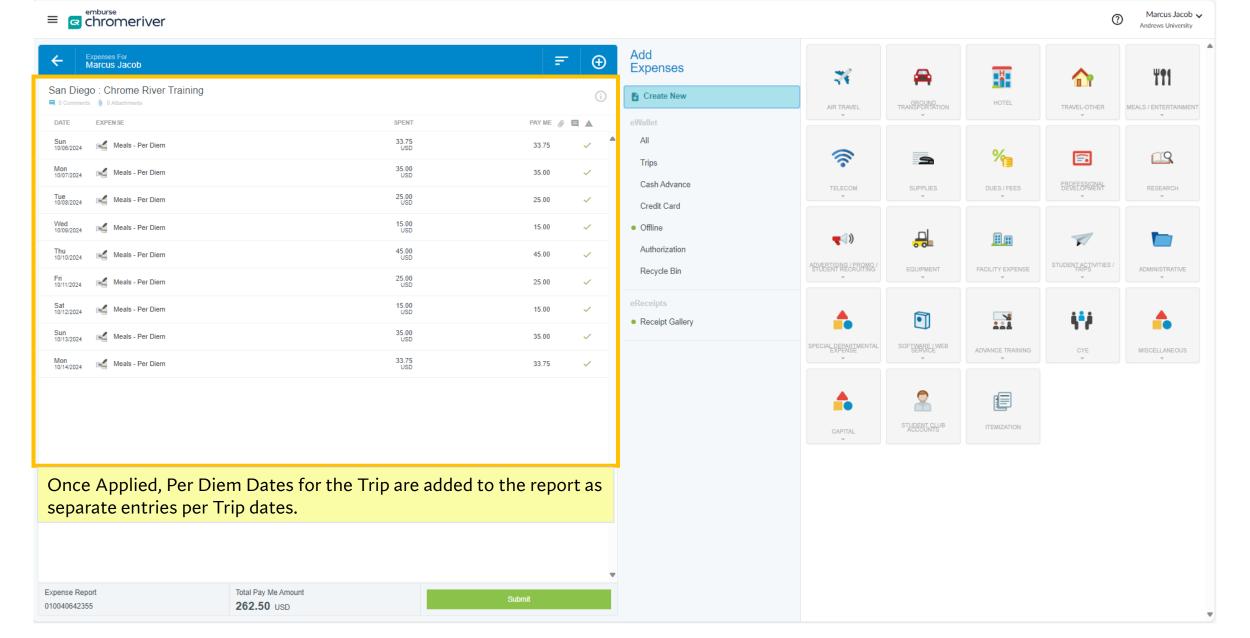
Clear All

Cancel



### **MEALS PER DIEM: Completed**





# Thank You!!

Contact Marcus Jacob at <a href="mailto:trexp@andrews.edu">trexp@andrews.edu</a> for queries or questions.



