Meals (Per Diem) Expense Type

This expense type has three sub-mosaic tiles, which include: Per Diem Wizard, Meals –e204.26

If Per Diem was added on the Pre-Approval, then it will appear in date order in the expense line items on the Expense Report.

The first day of Per Diem will need to be edited to include the trip Start Date's time. The last day of Per Diem will need to be edited to include the trip End Date's time.

If Per Diem was added on the Pre-Approval, then skip to the Editing Per Diem section below.

If Per Diem was not estimated on the Pre-Approval and needs to be added to the Expense Report, then click the Meals mosaic tile and then cl (e)-2 (m)-1z.7 Td1 (f P)2 D1( )]TJ 0.001 Tc -0.002 T[5 (P-2.1 (e)-1 (D)1 (il)

A more detailed Per Diem box will open.

Find the Deductibles