Enter Per Diem for Meals

CLAIMING PER DIEM utilizes two separate instructional guides – Create an Itinerary for Per Diem and Enter Per Diem for Meals.

Situation: You will be claiming per diem for meals rather than submitting individual meal receipts

**Step One: Verify Itinerary**

- Open the expense report that will include Per Diem as an expense.
- Click Details tab (located in tool bar under the Expense Report Name)

Review the section Travel Allowances (drop down from Details tab). The three selections are **trip itineraries** (new and available) and **per diem** (expenses & adjustments)

- Click Available Itineraries.
  - If the trip is listed, resides in the top part of the two section box, and has all details correct, proceed to Step Two.
  - If the trip is not listed, or needs editing, go to Instruction sheet Create an Itinerary for Per Diem.

  **Note:** An itinerary should reflect the location where your work occurred or you “laid your head” that night. Input city location rather than airport where appropriate. See the instruction sheet Create an Itinerary for Per Diem for detailed instructions.
**Step Two: Verify and adjust per diem**

- Click Expenses and Adjustments (Details tab, last item Expenses and Adjustments)

A daily list of meal per diem will display based on the itinerary attached to the expense report. If nothing appears on this screen, the itinerary is not properly assigned. Return to the itinerary screen and make sure the itinerary is complete and showing in the top box.

**Exceptions/Adjustments:**
- If any of the meals were provided, such as lunch at a conference or attendance at a business meal paid for by another person, put a check mark in that days’ meal specific box. This will exclude a per diem reimbursement for that specified meal, but will reimburse you for other meals that day.
If you paid the bill for an entire group during a business meal, put a check in the box for the specific meal on that day, and then submit your business meal under the expense type “Business Meal with Attendees” listing each of the participants.

If you added a day before or after your trip as a personal day, check the box in front of the entire line to exclude that entire day from any reimbursement for meals.

- Note: the first and last day during travel receive 75% meal reimbursement per IRS guidelines.
- Click Create Expenses
- Per Diem will appear on the expense report as Fixed Meals, one entry per day.
• If an entry needs to be adjusted, return to the screen for Expenses and Adjustments (Details button, last item in the list) and make the changes there. Click Update Expenses and the changes will flow through to the expense report detail screen.

**IMPORTANT**

Any change in the itinerary you entered originally, requires that you do the following to receive all the per diem to which you are entitled:

1. Fix the itinerary – either by adding days, subtracting days, or changing locations. SAVE
2. Click the Expenses and Adjustments tab
3. Verify that any meals provided are marked
4. UPDATE (at the bottom of the screen). This will change the fixed meals entries on your expense report to reflect the change in the Itinerary. If you do not hit UPDATE, the changed itinerary will not be reflected in per diem granted.

**Additional Topic: Lower Per Diem allowed by School/Center**

Scenario: Government per diem is $125/day for the location. School/Center per diem allowed for that trip is $100/day.

• Complete Per Diem as detailed in the section above
• After Fixed Meals appears as daily entry on the expense report, select a New Expense with the expense type **Meal Per Diem Offset** (located under the Meals category).
• Enter the total of the overage as a negative number. In the scenario above, it would be $25 per day overage. For four days, the amount would be $100. You would enter it as “-100”.
• Enter a comment describing the difference in amounts.
• This **Per Diem Offset** amount will be deducted from the amount of reimbursement due the employee.
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<tr>
<th>Date</th>
<th>Description</th>
<th>Location</th>
<th>Amount</th>
<th>Rate</th>
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<tbody>
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