Create Per Diem Expense (Travel)

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1. Select the Meals tile

2. Select the Multiple Day Per Diem tile

3. Complete the expense tile form

- **Departure Date/Time:** Click the calendar icon to select the date which represents the actual departure date for this travel event. Select the actual departure time from the drop down list provided.
- **End Date/Time:** Click the calendar icon to select the date which represents the actual return date for this travel event. Select the actual return time from the drop down list provided.
- **Days:** This field is display only
- **Business Purpose:** Enter a clear, detailed business purpose for the travel event.
- **Description:** Provide any additional information about this expense. This field is optional for most expense types.

- **Location:** Select the City-County, State, Country of the Hotel.
- **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
  - **Activity:** Click the drop-down box and select the appropriate value from the list.
  - **Location:** Click the drop-down box and select the appropriate value from the list.
- **Funding:** Select the proper funding for the expense type.
- **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

  Once a funding option has been selected, Chrome River will carry forward the funding information to each subsequent expense added to the report.
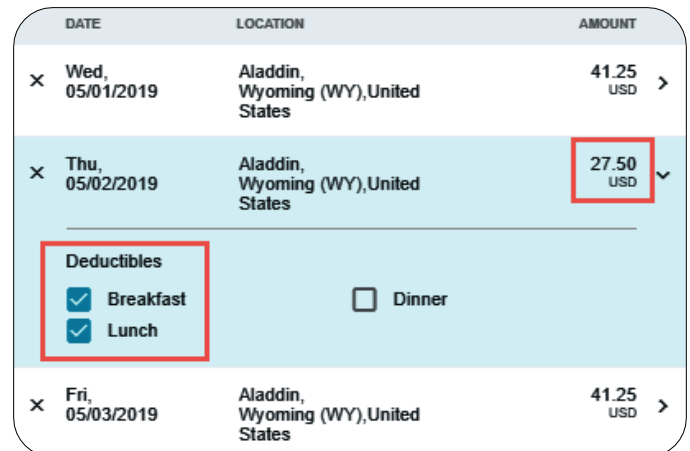
4. Click Add Entries at the bottom left side of the screen. Notice: The system will create an entry for each day.
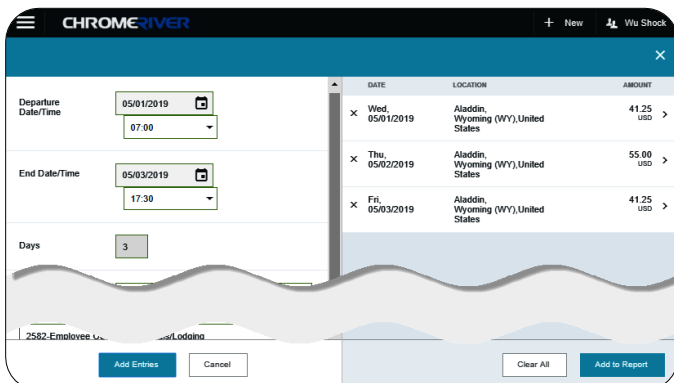
5. Clicking the down arrow next to each entry will open up the Deductibles section.
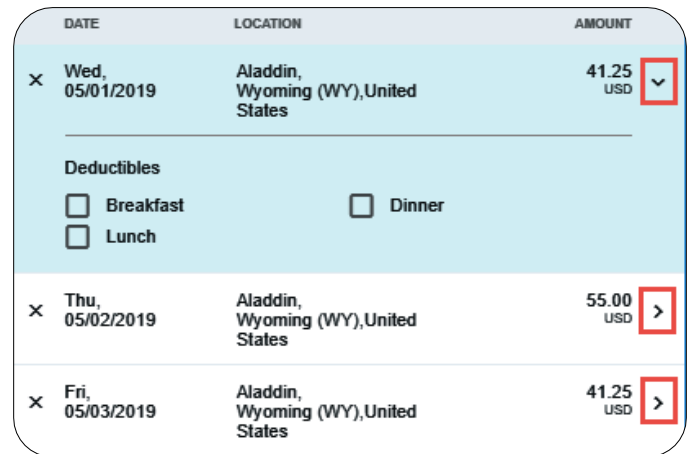
6. If you were provided a meal as part of the travel event or conference, select the corresponding meals check box. Selecting the check box will reduce the Per Diem amount accordingly.

7. Click the Add to Report button.

8. The entries are added to the report.