

Quick Reference

Create Per Diem Expense (Travel)

Create Per Diem Expense

1. Select the Meals tile

The screenshot shows the 'Add Expenses' menu. On the left, there are options for 'eWallet', 'All', and 'Credit Card'. The main area contains a grid of expense categories: AIR TRAVEL, TRAIN / RAIL, GROUND TRANSPORTATION, HOTEL, MEALS, CONFERENCE REGISTRATION / TRAINING, MISCELLANEOUS, and ITEMIZATION. The 'MEALS' tile is highlighted with a blue border and a blue arrow pointing to it.

2. Select the Multiple Day Per Diem tile

The screenshot shows the 'MEALS' sub-menu. It contains four main categories: AIR TRAVEL, TRAIN / RAIL, GROUND TRANSPORTATION, and HOTEL. Below these are four more categories: MEALS, CONFERENCE REGISTRATION / TRAINING, MISCELLANEOUS, and ITEMIZATION. The 'MEALS' category is expanded, showing three sub-tiles: 'SINGLE DAY PER DIEM', 'MULTIPLE DAY PER DIEM', and 'FOOD NON-PER DIEM RELATED'. The 'MULTIPLE DAY PER DIEM' tile is highlighted with a blue border and a blue arrow pointing to it.

3. Complete the expense tile form

The screenshot shows the 'Diem Wizard' form. The fields are as follows:

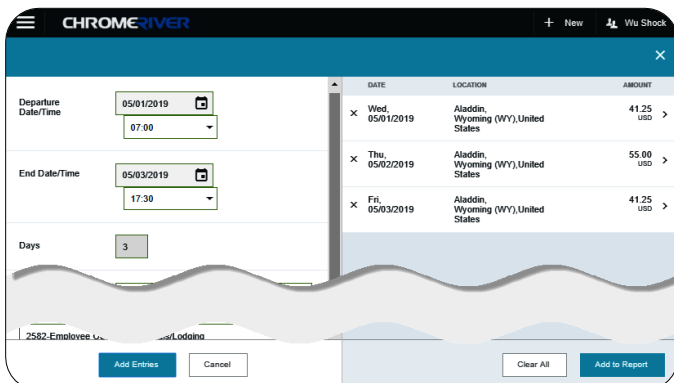
- Departure Date/Time:** 05/01/2019 (calendar icon), 07:00 (dropdown)
- End Date/Time:** 05/03/2019 (calendar icon), 17:30 (dropdown)
- Days:** 3
- Business Purpose:** To learn new techniques on generating spirit on campus
- Description:** Add Description
- Location:** Aladdin-Crook County, Wyoming (WY), United States
- Add Banner Activity and/or Location?:**
- FY:** Optional
- GL Account:** 2581
- Funding:** D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations
- Buttons:** Add Entries, Cancel

- **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.

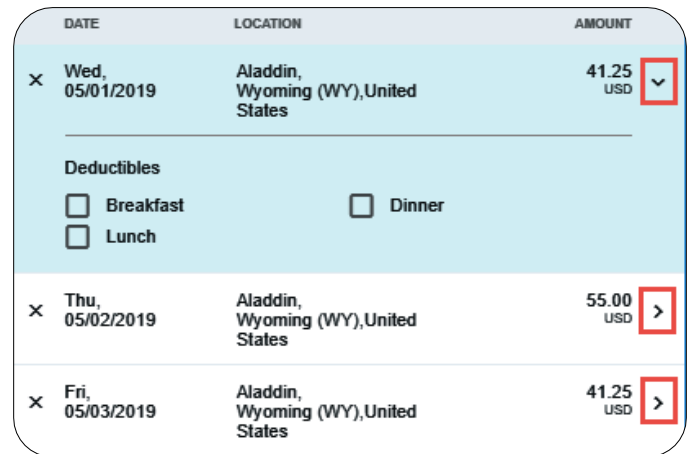
- **Location:** Select the City-County, State, Country of the Hotel.
- **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - **Activity:** Click the drop-down box and select the appropriate value from the list.
 - **Location:** 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.

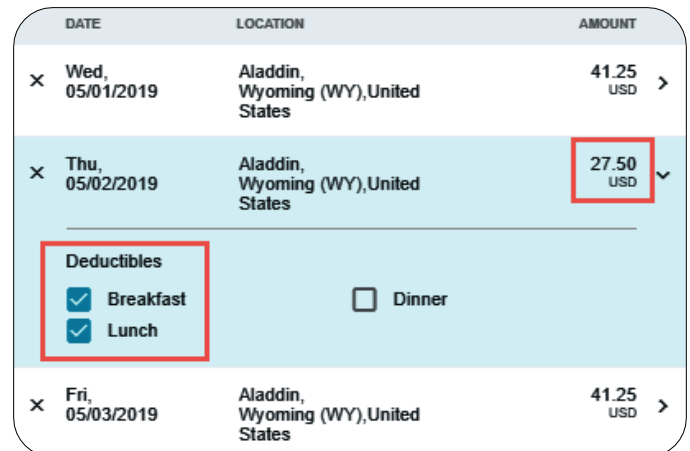
4. Click Add Entries at the bottom left side of the screen. Notice: The system will create an entry for each day.



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.

DATE	LOCATION	AMOUNT
× Wed, 05/01/2019	Aladdin, Wyoming (WY), United States	41.25 USD >
× Thu, 05/02/2019	Aladdin, Wyoming (WY), United States	27.50 USD v
Deductibles <input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> Dinner <input checked="" type="checkbox"/> Lunch		
× Fri, 05/03/2019	Aladdin, Wyoming (WY), United States	41.25 USD >

8. The entries are added to the report.

← Expenses For Wu Shock
☰ ⊕

Spirit Conference, 5/1/2019-5/3/2019

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Wed 05/01/2019	Meals - Per...	41.25 USD	41.25	✓
Thu 05/02/2019	Meals - Per...	27.50 USD	27.50	✓
Fri 05/03/2019	Meals - Per...	41.25 USD	41.25	✓

Expense Report 010019131829	Total Pay Me Amount 110.00 USD	<input type="button" value="Submit"/>
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