# Quick Reference

## Create Per Diem Expense (Pre-Approval)

### Create Per Diem Expense

#### 1. Select the Meals tile

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R TRAVEL	TRAIN / RAIL		HOTEL	MEALS

#### 2. Select the Multiple Day Per Diem tile

Add Pre-App	proval Types	;		
76	4	<b>A</b>		۳ <b>t</b> 1
AIR TRAVEL	TRAIN / RAIL	GROUND TRANSPORTATION	HOTEL	MEALS
	<b>¥</b> ¶1			
MULTIPLE DAY PER DIEM	FOOD NON-PER DIEM RELATED			
	MISCELLANEOUS /	ZERO DOLLAR		

#### 3. Complete the expense tile form

Per Diem Wizard	
Departure Date/Time	06/17/2019 🚺 07:00 🗸
End Date/Time	06/19/2019
Days	3
Description Optional	Add Description
Location	Dallas-Dallas County, Texas (TX), United States
$\sim$	$\sim$
	Add Entries Cancel

- <u>Departure Date/Time:</u> Click the calendar icon to select the date which represents the anticipated departure date for this travel event. Enter the anticipated Departure Time if known, otherwise leave the default value.
- <u>End Date/Time:</u> Click the calendar icon to select the date which represents the anticipated return date for this travel event. Enter the anticipated End Time if known, otherwise leave the default value.
- **Days:** This field is display only
- <u>Description</u>: Provide any additional information about this expense. This field is optional for most expense types.
- <u>Location</u>: Select the location you are traveling to.

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

	IVER					+ New	L Wu Sho	dk .
								×
		^		DATE	LOCATION		AMOUNT	
Departure Date/Time	06/17/2019 🖬 07:00 👻		,	Mon, 06/17/2019	Dallas, Texas (TX),United States		49.50 USD	>
End Date/Time	06/19/2019		,	Tue, 06/18/2019	Dallas, Texas (TX),United States		66.00 USD	,
Days	3		,	Wed, 06/19/2019	Dallas, Texas (TX),United States		49.50 USD	,
Description Optional	Add Description							
Location	Dailas-Dailas County, Texas (TX), United States							
		ľ						-
	Add Entries Cancel				(	Clear All	Add to Report	J

5. Clicking the down arrow next to each entry will open up the Deductibles section.

	DATE	LOCATION	AMOUNT
×	Mon,	Dallas,	26.40
	06/17/2019	Texas (TX),United States	USD ~
	Deductibles   Breakfast   Lunch	Dinner	
×	Tue,	Dallas,	66.00
	06/18/2019	Texas (TX),United States	USD >
×	Wed,	Dallas,	49.50
	06/19/2019	Texas (TX),United States	USD >

 If you will be 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.

				_
	DATE	LOCATION	AMOUNT	
×	Mon, 06/17/2019	Dallas, Texas (TX),United States	26.40 USD	~
	Deductibles   Breakfast   Lunch	Dinner		
x	Tue, 06/18/2019	Dallas, Texas (TX),United States	66.00 USD	>
x	Wed, 06/19/2019	Dallas, Texas (TX),United States	49.50 USD	>

7. Click the Add to Report button.



8. The entries are added to the report.

	HROME	VER		
÷	Pre-Approvals For Wu Shock			Ð
Mascot C	Conference, 6/17	/2019-6/19/2019		(i)
EXPENSE			ESTIMAT	ED
🛪 Airfare	2		275.50 USD	4
🚳 Mileag	ge / Private Vehicle		13.44 USD	
Hotel			475.00 USD	
🛃 Single	Day Travel		26.40 USD	
🛃 Single	Day Travel		66.00 USD	
🛃 Single	Day Travel		49.50 USD	
PA Report IE 0100003279	) 147	Total Estimated Amount 905.84 USD	Submit	