Fixed Travel Allowances (Per Diem)

Travel allowances (per diem) are the reimbursement of your travel expenses according to a scheduled set of reimbursement rates that apply to meals or lodging expenses. With fixed travel allowances, the traveler is reimbursed at the fixed rate, no matter how much the actual meal cost.

The Report Header has Claim Travel Allowances defaulted to No.

1. On the Create New Report page, complete the required fields (designated with a red asterisk) and the optional fields as directed by your company, and then click Next.

If report is already created,

1) Click on Report > Report Header and update the Claim Travel Allowances section

2) Click Travel Allowances > Manage Travel Allowances

The travel allowance itinerary allows you to specify the locations, dates, and times of your travel. This information then determines which travel allowance rates to apply to your expense report.

2. For the first segment of your trip, complete the required fields (indicated with a red bar), and then click Save.
You must complete an itinerary entry for each segment of your trip.

3. After you have entered all your trip segments, click Next.

The travel allowance itinerary is created. Next you will view your fixed travel expenses.

4. To view your travel allowances for this trip, click Next.
You'll see a list of allowances for this trip based on your travel itinerary and university policy. For each day, you should check off the meals that are provided for you. This will reduce your allowance for that particular day.

**Note:** There is also a *Per Diem Reduction* expense type to lower the reimbursement amount should the traveler choose to not accept the full amount owed.

5. To apply the fixed travel allowances to the expense report, click **Create Expenses**.

Notice the expense entries for your fixed allowances. You can add additional expenses to the report, and then submit the report as you normally would.