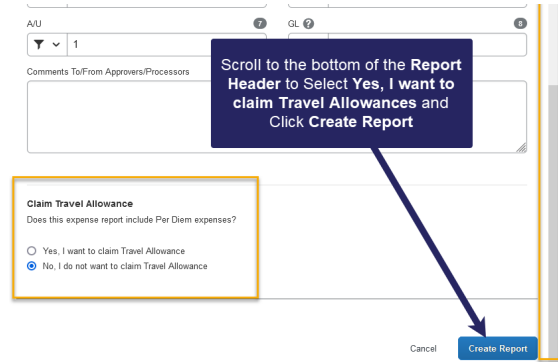


# Fixed Travel Allowances (Per Diem)

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.

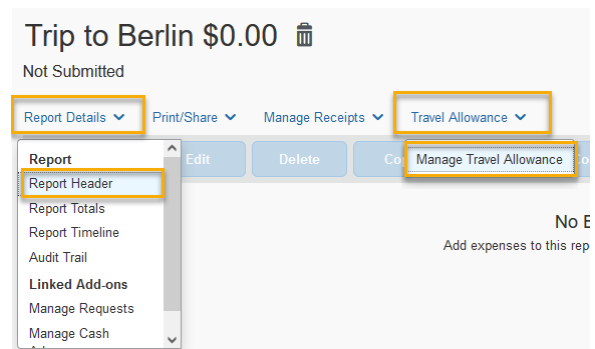
The Report Header has Claim Travel Allowances defaulted to No.

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**.



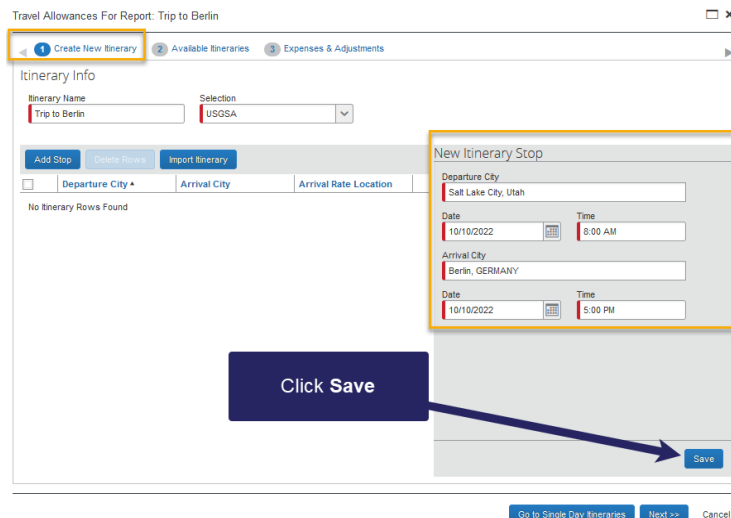
If report is already created,

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



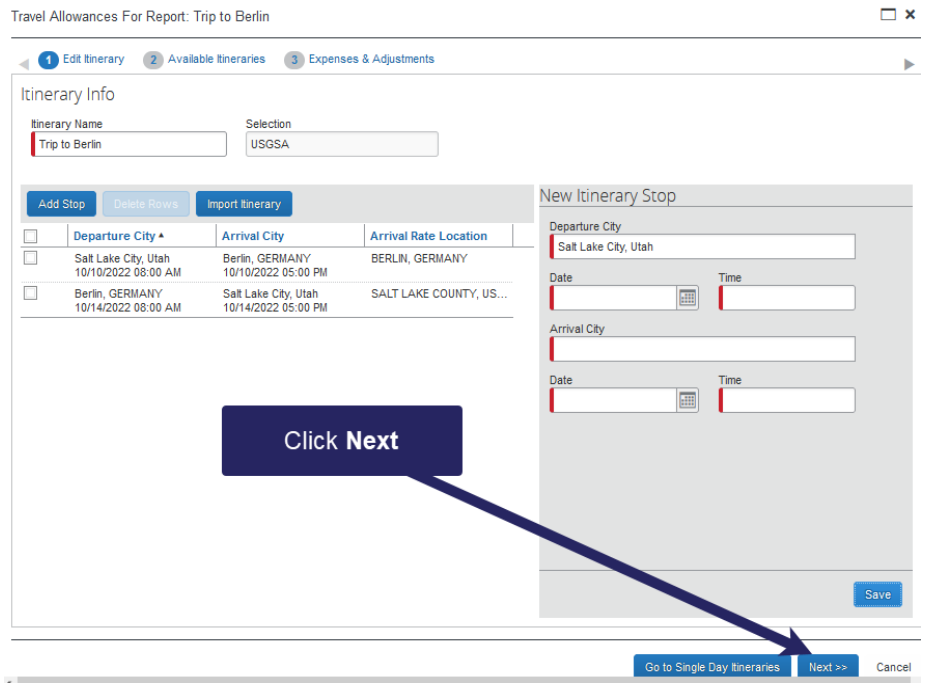
The travel allowance itinerary allows you to specify the locations, dates, and times of your travel. This information then determines which travel allowance rates to apply to your expense report.

2. For the first segment of your trip, complete the required fields (indicated with a red bar), and then click **Save**.



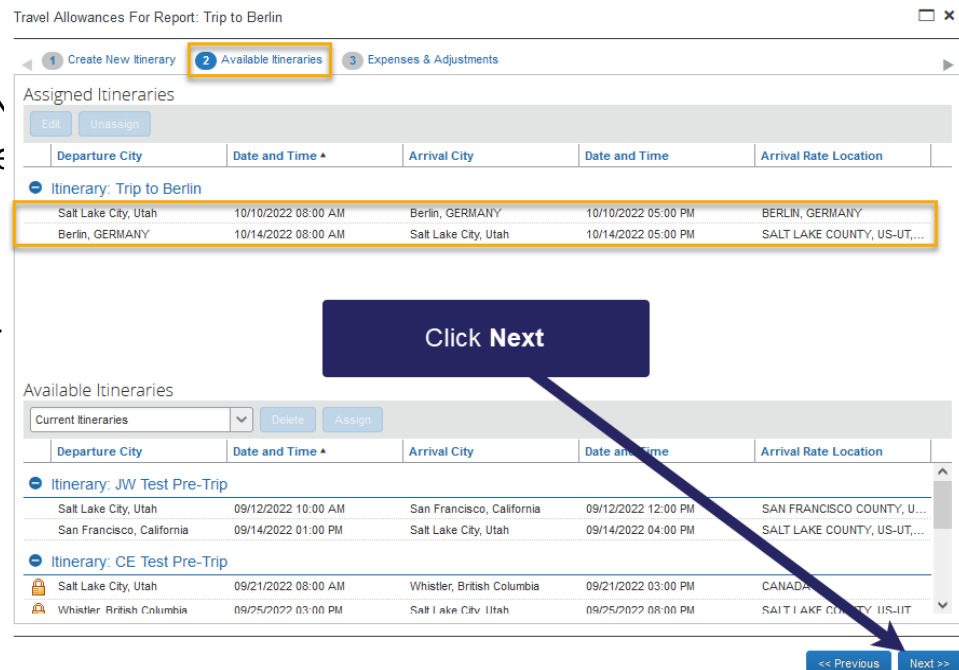
You must complete an itinerary entry for each segment of your trip.

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



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

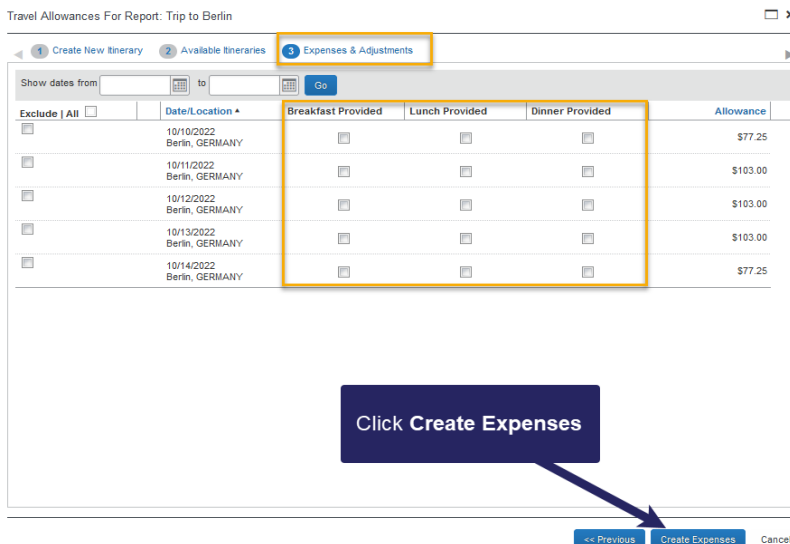
4. To view your travel allowances for this trip, click **Next**.



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.

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



Travel Allowances For Report: Trip to Berlin

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [ ] to [ ] Go

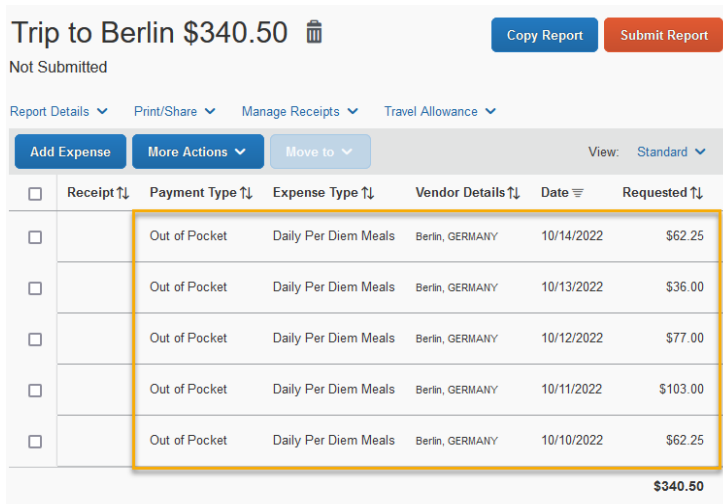
Exclude   All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/10/2022 Berlin, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$77.25
<input type="checkbox"/>	10/11/2022 Berlin, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$103.00
<input type="checkbox"/>	10/12/2022 Berlin, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$103.00
<input type="checkbox"/>	10/13/2022 Berlin, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$103.00
<input type="checkbox"/>	10/14/2022 Berlin, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$77.25


Click **Create Expenses**

<< Previous Create Expenses Cancel

Exclude   All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/10/2022 Berlin, GERMANY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$62.25
<input type="checkbox"/>	10/11/2022 Berlin, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$103.00
<input type="checkbox"/>	10/12/2022 Berlin, GERMANY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$77.00
<input type="checkbox"/>	10/13/2022 Berlin, GERMANY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$36.00
<input type="checkbox"/>	10/14/2022 Berlin, GERMANY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$62.25

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.



Trip to Berlin \$340.50  Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense More Actions Move to View: Standard

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Requested ↑↓
<input type="checkbox"/>		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/14/2022	\$62.25
<input type="checkbox"/>		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/13/2022	\$36.00
<input type="checkbox"/>		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/12/2022	\$77.00
<input type="checkbox"/>		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/11/2022	\$103.00
<input type="checkbox"/>		Out of Pocket	Daily Per Diem Meals	Berlin, GERMANY	10/10/2022	\$62.25

**\$340.50**