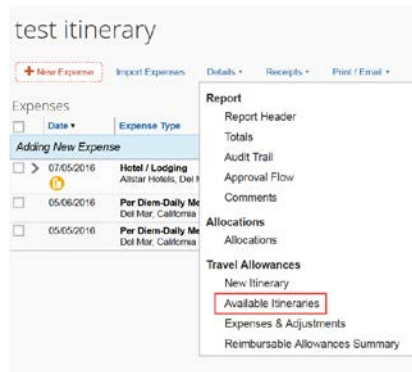


How do I add per diem to my expense report?

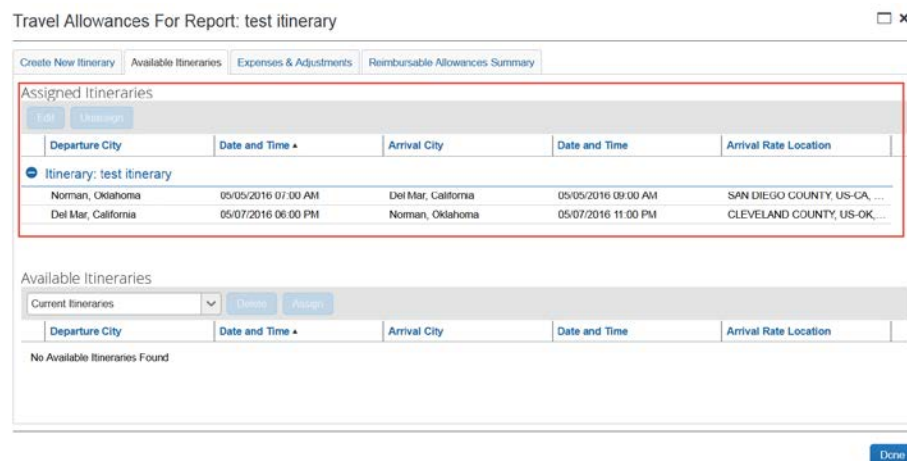
First, you must create an itinerary. For more information on that process, please refer to the Quick Guide “How to Add an Itinerary”.

If you have already created an itinerary, but have no Per Diem-Daily Meals & Incidentals showing up on your expense report, follow these instructions:

- Open your expense report. Click on Details and select Available Itineraries from the list.



- You will land on a page showing your assigned itinerary. If you do not have an itinerary assigned, please refer to the Quick Guide “How to Add an Itinerary”.



- Note that there are 4 tabs at the top of the itinerary: Create New Itinerary, Available Itineraries, Expenses & Adjustments, and Reimbursable Allowances Summary. Click on the “Expenses & Adjustments” tab.
- You will land on the page shown below. Checkmark any meals provided. When you are finished, click Update Expenses.

Travel Allowances For Report: test itinerary ✕

[Create New Itinerary](#)
[Available Itineraries](#)
[Expenses & Adjustments](#)
[Reimbursable Allowances Summary](#)

Show dates from to [Go](#)

Exclude All <input type="checkbox"/>	Date/Location ▾	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/05/2016 Del Mar, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$64.00
<input type="checkbox"/>	05/06/2016 Del Mar, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$64.00
<input type="checkbox"/>	05/07/2016 Del Mar, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00

[Update Expenses](#)
[Cancel](#)

- You will then see your per diem as an expense line item on your expense report. Meals provided will reduce the amount of your allowed per diem.

<input type="checkbox"/>	05/07/2016	Per Diem-Daily Meals & Incidenta Del Mar, California	\$48.00	\$48.00
<input type="checkbox"/>	05/06/2016	Per Diem-Daily Meals & Incidenta Del Mar, California	\$64.00	\$64.00
<input type="checkbox"/>	05/05/2016	Per Diem-Daily Meals & Incidenta Del Mar, California	\$64.00	\$64.00

- If you have any meals that you paid with your travel card, those should be included on your report with an expense type of Personal Expense (actual meal cost). These costs will reduce any amount that you would otherwise have been reimbursed.