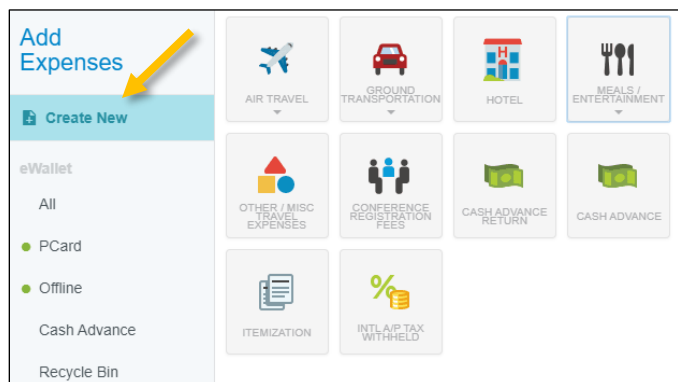
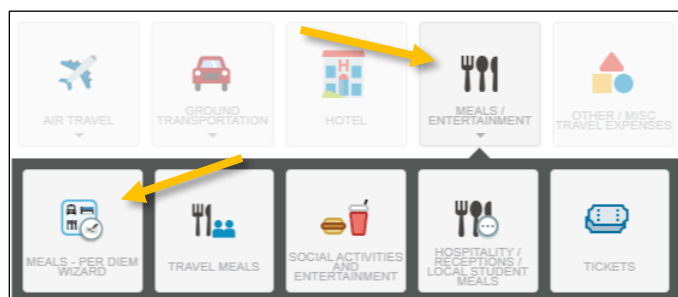


CHROME RIVER QUICK GUIDE – CREATING A PER DIEM EXPENSE

1. From the Add Expenses window in the applicable expense report, select **Create New** to access the expense tile mosaic.



2. In the tile mosaic, select **Meals/Entertainment** followed by **Meals – Per Diem Wizard**.



3. Complete the per diem wizard form on the left with the following information:

- **Start Date** – Enter the first date you are claiming per diem. This will default from the report header, but you can change, if needed
- **End Date** – Enter the last date you are claiming per diem. This will default from the report header, but you can change, if needed
- **Days** – This will calculate automatically based on the dates entered above
- **Business Purpose** – Enter a clear, detailed business purpose describing how the expense is reasonable, appropriate, and necessary
- **Description** – This is optional
- **Location** – Enter the location in which you will be claiming per diem
- **Athletics Rates?** – If you are claiming athletics per diem rates, check this box
- **Trip Type** – This will default from the report header, but you can change, if needed
- **Index (Allocation)** – Enter the Index(s) to which this expense will be charged

Once complete, click **Add Entries** at the bottom.

4. The system will create an entry for each day, displayed on the right side of the screen.

DATE	LOCATION	AMOUNT
<input checked="" type="checkbox"/> Sun, 09/01/2019	Orlando, Florida (FL), United States	66.00 USD >
<input checked="" type="checkbox"/> Mon, 09/02/2019	Orlando, Florida (FL), United States	66.00 USD >
<input checked="" type="checkbox"/> Tue, 09/03/2019	Orlando, Florida (FL), United States	66.00 USD >
<input checked="" type="checkbox"/> Wed, 09/04/2019	Orlando, Florida (FL), United States	66.00 USD >


5. Clicking the arrow next to each entry will open up the **Deductibles** section. Per the University's [Travel Policy](#), travelers may claim meal per diem only for meals that were not otherwise provided during travel. If a meal is included in a conference, paid for by another colleague, vendor or other third party, or when traveling a partial day, the full per diem amount should not be claimed. To reduce a daily per diem, select the appropriate date and click the checkbox to indicate any meals that should not be reimbursed. When meals are marked in the Deductibles section, the system will automatically reduce the daily per diem to the appropriate amount per the University's Travel Policy.

CHROME RIVER QUICK GUIDE – CREATING A PER DIEM EXPENSE

DATE	LOCATION	AMOUNT
× Sun, 09/01/2019	Orlando, Florida (FL),United States	52.80 USD

Deductibles


Breakfast Dinner
 Lunch Additional Deduction



6. After making any appropriate deductions, click **Add to Report** in the bottom right corner.

DATE	LOCATION	AMOUNT
× Sun, 09/01/2019	Orlando, Florida (FL),United States	52.80 USD >
× Mon, 09/02/2019	Orlando, Florida (FL),United States	66.00 USD >
× Tue, 09/03/2019	Orlando, Florida (FL),United States	66.00 USD >
× Wed, 09/04/2019	Orlando, Florida (FL),United States	33.00 USD >

Clear All Add to Report



7. Your report will now have a line item for each day of per diem reimbursement listed on the report summary.

Expenses For WebstUR Spider

National Mascot Conference 2019

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Sun 09/01/2019	Meals - Per Diem	52.80 USD	52.80	✓
Mon 09/02/2019	Meals - Per Diem	66.00 USD	66.00	✓
Tue 09/03/2019	Meals - Per Diem	66.00 USD	66.00	✓
Wed 09/04/2019	Meals - Per Diem	33.00 USD	33.00	✓