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

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

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

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