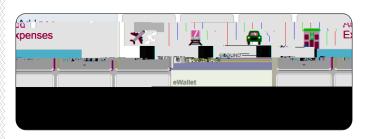
## **Quick Reference**

## Create Per Diem Expense (Travel)

## Create Per Diem Expense

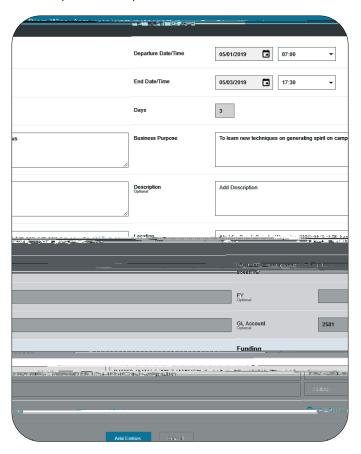
1. Select the Meals tile



2. Select the Multiple Day Per Diem tile



3. Complete the expense tile form



- <u>Departure Date/Time:</u> Click the calendar icon to select the date which represents the actual departure date for this travel event. Select the actual departure time from the drop down list provided.
- End Date/Time: Click the calendar icon to select the date which represents the actual return date for this travel event. Select the actual return tE6

- <u>Location:</u> Select the City-County, State, Country of the Hotel.
- Add Banner Activity and/or Location: Select this check box if you would like to add a Banner Activity and/or Location code.
  - o <u>Activity:</u> Click the drop-down box and select the appropriate value from the list.
  - Location: Click the drop-down box and select the appropriate value from the list.
- Fu