

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

A screenshot of the expense form in the mobile application. The form is titled 'Create Per Diem Expense' and contains several fields:

- Departure Date/Time:** A date field set to 05/01/2019 and a time dropdown set to 07:00.
- End Date/Time:** A date field set to 05/03/2019 and a time dropdown set to 17:30.
- Days:** A numeric input field set to 3.
- Business Purpose:** A text input field containing 'To learn new techniques on generating spirit on camp'.
- Description (Optional):** A text input field containing 'Add Description'.
- FY (Optional):** A dropdown menu.
- GL Account (Optional):** A dropdown menu set to 2581.
- Funding:** A dropdown menu.

At the bottom of the form, there are two buttons: 'Add Entries' and 'Cancel'.

- **Departure Date/Time:** 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

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- **Location:** 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.
 - **Activity:** 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.
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